

MRMC LABORATORY PERSONNEL MANAGEMENT DEMONSTRATION PROJECT

DEMOTION

PURPOSE AND SCOPE

To establish policy guidance for demotions of employees as a result of a performance based adverse action. This policy is applicable to employees covered by the MRMC Laboratory Demonstration Project. The procedures outlined in this policy are in conjunction with the OPM Federal Register for the MRMC Demonstration Project.

RESPONSIBILITIES

1. Employees will be utilized at the highest performance levels consistent with mission needs.
2. Supervisors and employees will develop mutual performance objectives under critical elements already determined. Absent agreement between employee and supervisor, final authority to establish performance objectives and element weights rests with rater/senior rater.
3. When unacceptable performance is recognized (any element rated less than 50 percent of the assigned benchmark score or a "Failure" rating), the supervisor and employee will initiate a Performance Improvement Plan (PIP). The supervisor will establish the time allowed for the employee to successfully perform the performance objective(s) in question. The length of time required under a performance improvement plan may vary based on the complexity of the employee's position and the objective(s) involved.
4. Commanders have the authority to approve an employee's demotion based on review of supporting documentation from the employee's rater.
5. The Civilian Personnel Advisory Center (CPAC) will provide advice and assistance upon management's request. Prior to a rating determination of "Failure", the CPAC Management Employee Relations Office should be contacted for guidance.

PROCEDURES

1. In the MRMC Personnel Demonstration Project, occupational series are placed into one of four occupational families. Within these occupational families, former GS grades are grouped into paybands. Demotions may occur as follows:
 - a. PDP employees may be demoted within CURRENT occupational family and CURRENT payband. (EXAMPLE: From a General Engineer, DB-801-02 to a General Engineer DB-801-02 - Salary decrease \$69,000 to \$59,000)
 - b. PDP employees may be demoted within CURRENT occupational family to a LOWER payband. (EXAMPLE: From a Secretary, DK-318-02 to a Secretary, DK-318-01 - Salary goes from \$31,000 to \$24,000)
 - c. PDP employees may be demoted to a lower salary within ANOTHER occupational family and series but at the SAME payband level. (EXAMPLE: A Management Analyst, DJ-343-02 to an Office Support Assistant, DK-303-02. Salary decreases from \$45,000 to \$38,000.

A DEMOTION ACTION WILL NOT EXCEED \$10,000 MAXIMUM REDUCTION TO ANNUAL BASE PAY.

2. A PDP Employee will be provided official written notification of demotion and will be allowed 30 calendar days to submit a response. The notification will identify specific instances of unacceptable performance and site the performance objective(s) that the employee failed while serving under the Performance Improvement Plan (PIP). Employees demoted may have appeal rights to the Merit Systems Protection Board provided that they meet the criteria of 5 CFR Section 432.106.

POC: MRMC PDP Manager