

**MEMORANDUM**

**RULE REVISION 77D**

**TO:** Holders of Career Service Rule Books

**FROM:** Career Service Board

**DATE:** November 18, 2021

**SUBJECT:** Revision of Career Service Rule 9-31

Career Service Rule 9-31 was revised on November 18, 2021. Please replace the following page in your books for the rule as soon as possible. Thank you.

<b><u>Page Number to Remove</u></b>	<b><u>Page Number to Insert</u></b>
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Section 9-30 Changes in Classification and Pay  
(Revised October 17, 2010; Rule Revision Memo 47C)

- A. A change in an employee's classification may occur through promotion, transfer, demotion, re-allocation, or promotional re-instatement. (Revised November 18, 2015; Rule Revision Memo 15D)
- B. Retroactive pay changes shall not extend into the prior fiscal year, unless approved by the OHR Executive Director or designee. (Revised November 7, 2016; Rule Revision Memo 22D)

9-31 Promotion  
(Revised November 18, 2021; Rule Revision Memo 77D)

Upon promotion an employee's pay shall be set by the appointing authority in accordance with the pay factors defined in this Rule 9. The pay shall not be lower than the range minimum, or greater than the range maximum of the pay range for the new classification.

9-32 Transfers  
(Revised August 19, 2021; Rule Revision Memo 69D)

When an employee transfers positions from one classification to another classification with the same pay range minimum, the employee's pay shall be set by the appointing authority in accordance with the pay factors defined in this Rule 9.

If the employee's pay upon transfer will be more than the range maximum of the new pay range of the new classification the employee's pay shall be set at the range maximum of the pay range of the new classification.

9-33 Demotion  
(Revised August 6, 2018; Rule Revision Memo 44D)

- A. Voluntary demotion:
  - 1. A voluntary demotion is a demotion initiated through the request or application of an employee.
  - 2. When an employee voluntarily demotes, pay shall be set by the appointing authority in accordance with the pay factors defined in this Rule 9, and shall not be lower or decreased by more than the range minimum, or greater than the range maximum of the pay range for the new classification.

Before the pay can be set at a rate lower than the employee's current pay rate, the employee must agree to the reduction. If the parties cannot agree on the amount of the reduction, the voluntary demotion will not occur.