

	JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR602
		Effective Date	March 1, 2007
	<u>Subject</u> Demotion	Page	1 of 1
		Supersedes	January 1, 2004

POLICY

Johns Hopkins Health System Corporation (JHHSC) and The Johns Hopkins Hospital (JHH) are committed to fair and consistent labor and employment practices and procedures. When an employee's job performance is unsatisfactory, management has the discretion to demote an employee to a position in a lower job grade or transfer the employee to a different position of an equal salary grade. This demotion may be utilized as an alternative to being discharged.

APPLICATION OF POLICY

- A. A demotion may occur if the following circumstances exist:
1. The employee's inability to perform current job duties has been demonstrated and documented in the employee's record.
 2. The employee's record is otherwise satisfactory and no other active rule violations exist, e.g. attendance, punctuality, etc.
 3. The employee is qualified for the lower grade or alternative position.
- B. Before an employee is considered for demotion the following should have occurred:
1. Management has followed discipline for minor violations for job performance until Pre-disciplinary Counseling, Written Reprimand, Written Warning with Decision Making Leave has been issued and/or an employee's performance has been reviewed twice in a six (6) month period as unsatisfactory in accordance with the Compensation Policy.
 2. Provided the employee has the ability, is qualified, and a vacancy exists, the employee may be demoted to another position which may be in a lower pay grade or transferred to another job within the employee's functional unit or JHHSC/JHH-wide in lieu of discharge.
 3. Prior to discharge, the proposed action should be reviewed with the HR Consultants & Labor Relations Office.
 4. Final approval for the demotion is with the appropriate department head (Administrator/Director).

SALARY ADJUSTMENT

See current Compensation Policy, if applicable (HR300 Section- Reduction in Pay Grade).

BIDDING OPPORTUNITY

1. If a documented performance problem exists under the guidelines set forth in A & B above, and a position exists that has not yet been posted, this policy will exempt the position from posting as per the promotional opportunity policy, provided it is filled through the demotion or reassignment of a current employee, as mutually agreed by both supervisors involved.
2. If eligible to bid an employee being demoted can apply for any posted vacant position and will be considered as all other qualified employees who bid on the position.

SPONSOR

Vice President, Human Resources

REVIEW CYCLE

3 years

APPROVAL



Vice President, Human Resources

Date