

CHAPTER 12

CHANGE TO LOWER GRADE

12-1. GENERAL.

A change to lower grade (CLG) is the change of an employee from one position to another at a lower grade level. Change to lower grade to positions that have promotion potential above the employee's current grade must be processed competitively. This means all in-service placement rules apply and competition must occur between all in-service placement candidates within the area of consideration.

12-2. PROCEDURES.

a. In accordance with the Fort Bragg Pay Policy, an employee "voluntarily" requesting a CLG is not entitled to retained pay upon placement in the lower grade. Employees requesting a CLG should be counseled about setting their pay when making a position offer. Pay will be fixed in the lower grade at the step which most nearly matches but does not exceed the rate earned prior to the demotion. If the present rate falls between two steps, the employee is entitled to the lower of the two steps.

b. In processing change to lower grade actions filled under Career Intern or trainee announcement, the following procedures will apply in adjusting pay:

(1) If the target grade exceeds the employee's current grade, his/her pay will be fixed in the new grade at the lower rate of pay which equals or exceeds his or her existing rate of basic pay immediately prior to the movement. If pay cannot be adjusted in the lower grade the employee will receive retained pay.

(2) If the target grade level does not exceed the employee's current level, pay will be adjusted as a normal change to lower grade action.

NOTE: CPOC will be required to clear Priority Placement Program (PPP) for the above.