

Catholic Charities Disabilities Services	
Agency Standard and Procedure	
Standard Category	Residential/Human Resources
Standard Title	Residential Supervisor Demotions & Pay Rate
Regulations	
Original Issue Date	6/17/2025
Latest Revision Date	
Number of Pages	2
Attachments	Internal Application
Approved by: Paula Jubic, Executive Director	

Standard:

Catholic Charities Disabilities Services (CCDS) will ensure pay equity whenever a supervisor in the Residential Department chooses to demote themselves to a Direct Support Professional (DSP). This standard is applicable to any Residential Regional Program Manager, Program Manager, Site Supervisor or Shift Supervisor that makes the decision to step down, after more than one (1) year of service in a supervisory role. If in the supervisory role for less than one (1) year of service, their pay will be reduced to the current DSP pay rate.

Procedure:

1. The Residential Manager/Supervisor will complete the Internal Application and submit to their Supervisor.
 - a. If a Residential Manager/Supervisor decides they would like to transfer to a DSP-Floater position, the following will apply:
 - i. The Residential Manager/Supervisor will inform their supervisor of their intent/current consideration of stepping down.
 - ii. The Director of Residential and Regional Program Manager will determine whether or not the Residential Manager/Supervisor will be able to remain working in the same region.
 - Once a decision has been made, this will be relayed to the Residential Manager/Supervisor, so they can determine which programs are allowed for transfer.

Please note that the Residential Manager/Supervisor will not be allowed to remain working at their current program

2. The completed Internal Application will be submitted to the Human Resources Agency Partner & Manager for processing. *Please submit all request forms whether approved or denied.*
3. Pay rates for Residential Regional Program Managers, Residential Program Managers, Residential Site and Shift Supervisors demoting themselves to a DSP, will follow the pay structure outlined below.
 - a. For demotions to a DSP (full or part time):
 - i. There will be a 5% decrease from the current pay rate.
 - ii. If the Residential Manager/Supervisor is not in compliance with all the required DSP training's, their pay rate will be **additionally reduced** by the amount

Standard: *Residential Supervisor Demotions & Pay Rate, 2025.06.17.*

connected with the training. (AMAP- \$1/hour, SCIP- \$0.50/hour, CPR/First Aid- \$0.50/hour)

- b. For demotions to a DSP-Floater:
 - The pay rate will be the current set DSP-Floater pay rate with or without the additional two dollars (\$2.00/hour) based on current training compliance status.
4. The Residential Manager/Supervisor will be required to work out their four (4) week resignation period. The position change will be made effective for the start of the new pay period that follows the end of the resignation period.



Internal Job Application

Section 1: General Information – Complete and please pass along to your supervisor

Position Applying For: _____ Date of Request: _____

Employee Name: _____ Contact Number: _____

Current Position: _____ Current Supervisor: _____

Highest level of education completed: _____ Program/Department: _____

Current certifications (i.e., SCIP, CPR/FA, AMAP, LPN, RN): _____

Why are you applying for this position? _____

Employee Signature: _____ Date: _____

Section 2: Current Supervisor's Consideration – Complete and please pass along to the Human Resources Recruiter

Has employee received any corrective action in the last 6 months? Yes No

If yes, please explain: _____

Do you recommend your employee for this position? Yes No Please explain your recommendation based on the employee's performance, skills, experience, and suitability for position applied for: _____

If employee is selected for the position, when will he/she be available to transfer? _____

Current Supervisor's Signature: _____ Date: _____

Section 3: Hiring Manager's Decision (if applicable) – Complete and please pass along to the Human Resources Recruiter

Hiring Manager Name: _____ Interview: Yes No Interview Date: _____

Hiring decision based on interview: Yes No Please attach interview notes to this form and submit to the HR Recruiter. If the decision is "yes," the Department Director and Human Resources **must approve offer prior to extending to the employee.**

Hiring Department Director Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____

Dates of notification: Employee's current supervisor _____ Employee _____