

Demotions

Updated: 7/07/2016

Purpose

To outline the procedure when a staff employee is to be demoted from one position to a lower position, whether the action is voluntarily or involuntarily.

Policy

It is the policy of the University to provide a fair and equitable process in addressing the demotion of a staff employee. This policy also addresses the conditions, process, and any potential salary actions in the event a demotion takes place.

Procedures

Conditions:

A demotion occurs when a staff employee is reassigned to a position with a salary range that is lower than the salary range of the former position. A demotion may occur when:

- an individual is assigned to a position that requires performing accountabilities of significantly decreased complexity or responsibility; or
- the employee was unable to perform satisfactorily in the higher-level position; or the employee's request for a demotion is approved; or
- as a result of a reorganization, if the reorganization results in a reduction-in-force, please refer to the University's [*Reduction in Force Policy*](#) (HOP; Section V, Chapter 10);
- or as a result of disciplinary action.

Process:

1. All demotions must be discussed with the Associate Vice President for Human Resources prior to communicating any information to employees.
2. If the demotion is at the employee's request, a written letter from the employee requesting the demotion action will be required if the position wasn't posted.
3. If the demotion action is a result of disciplinary action according to the University's [*Discipline and Dismissal of Classified Staff*](#) (HOP, Section V, Chapter 6), the department must ensure that there is a valid budget line and/or position that the employee will be occupying.
4. All demotions must be approved by respective Director/Vice President and Associate Vice President for Human Resources.

Salary Adjustments for Demotions:

1. If the demotion occurred because the employee was unable to perform satisfactorily in the higher level position, the result of disciplinary action, or at the employee's request, the employee's salary should be decreased to no more than the maximum of the new salary

range.

2. If the demotion occurred as a result of a reorganization and not because of the employee's performance and the employee's salary is above the maximum of the new salary range, then the employee's salary will be frozen until the maximum of the salary range is increased and exceeds the employee's salary.

Applicability

All Staff employees.

Responsible Party

Associate Vice President, Office of Human Resources