

## **SECTION 800.18**

### **Demotions**

A demotion is a downgrading of position classification, and normally involves a cut in salary. Although such actions occur infrequently at the University, the Department of Human Resources might occasionally deem such actions necessary. Some possible causes for demotion are:

1. Initial mis-assignment of personnel.

The employee might be performing to the best of his or her ability, yet lack the abilities or skills which are required of the position. In such cases, it is to the employee's advantage to be re-assigned to a position where requirements are more in line with personal capabilities.

2. Position Elimination.

Due to budgetary restrictions, or re-alignment of responsibilities, a position might possibly be eliminated. An employee faced with this situation might be placed in a lower position until new opportunities are available which would return him to his or her previous capacity.

3. Salary upon Demotion. Effective 10/09/07



The salary of an employee who is being demoted to a lower classification will be reduced to reflect the minimum of the pay grade for the new classification. An increase of 10% may be added for additional skills and experience.

When a department head believes he/she has a candidate who because of exceptional training or experience is deserving of more than the posted minimum for the classification or the 10% above the minimum, the department head must request approval from the Vice President and Human Resources as to the amount to be added. In no case is the offer to be made without sufficient departmental funds to meet the requirements of the hire.