

DEMOTION

POLICY NUMBER: RESERVED FOR FUTURE USE

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: DIRECTOR OF HUMAN RESOURCES

RESPONSIBLE OFFICE: OFFICE OF HUMAN RESOURCES

I. POLICY STATEMENT

In cases where reassignment results in a reduced job grade or job title and/or level of responsibility, salary adjustments may be made in accordance with the provisions of Pay Upon Demotion as appropriate, with the exception that final approval must be obtained from the President.

Upon the recommendation of the major department head and the concurrence of Human Resources, an employee who is demoted may be reduced in salary to a point not less than the base rate for the new position. In addition, the employee will be ineligible for the next subsequent annual increase, unless specific exception is made by the major department head.

II. ENTITIES AFFECTED

Staff

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	
Choose an item.	