

208 Demotions

Effective Date: 05/07/2018

On occasion, during the course of your employment relationship, demotions may be appropriate. We may demote an individual based on their request or at the request your supervisor where an individual's skills and abilities more closely fit the requirements of another position. Any type of demotion must go through the Department Head and Human Resources.

If you are assigned to a job requiring less skill, knowledge, etc. than the prior job (regardless of whether this new assignment results from your choice or a supervisor's decision), your compensation will typically be adjusted to reflect the rate of pay appropriate to the position with credit for years of service. Any new pay rate will go into effect at the beginning of the first payroll period on or following the assumption of the duties of the new job.

Either you or the Department Head may request an exception to Human Resources.