

DEMOTIONS 208

Effective Date: 02/01/2016

On occasion, during the course of the employment relationship, demotions will be appropriate. Demotions may occur as a result of an employee's request or as a result of management's decision that an employee'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.

When an employee is assigned to a job requiring less skill, knowledge, etc. than his/her present job (regardless of whether this new assignment results from employee choice or management decision), the employee's 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 the employee or the Department Head may request an exception to Human Resources.