

- Demotions

If you are a classified staff member, there are three methods by which you can be demoted:

1. You may be demoted, by your department head, to another position in your department or unit which is classified at a lower grade. This is called an internal demotion. The position that is left vacant by your demotion will be advertised, except when it has been filled internally, left vacant by the department or eliminated.
2. Your position may be reclassified if your responsibilities have changed significantly. If the new reclassification is at a lower grade, the reclassification of your position will mean a demotion for you.
3. You may apply for a position in another area of the university which is classified at a lower grade. If you are selected for the position, your transfer to that position will also be a demotion for you.

Your new rate of pay cannot exceed the Career Service level of your new grade. If your new classification is lower than your previous one, your pay will decrease by 10%. However, if your demotion results from the reclassification of your current job or a legislative class downgrade, your pay will not be affected. If you are demoted because your original position has been eliminated, you may continue to receive the same rate of pay.

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