

DEMOTION PAY POLICY

Each classified position is allocated to a job title based on job duties. A classified employee's pay is based on the pay grade assigned to the job title.

There are six pay schedules in the Civil Service system. They include the following:

- AS – Administrative
- MS – Medical
- PS – Protective Services
- SS – Social Services
- TS – Scientific and Technical
- WS – Technicians and Skilled Trades

Within each pay schedule there are pay grades. Each pay grade has a minimum and maximum pay set by the Department of Civil Service.

A “Demotion” is a change of a permanent or probationary employee from a position in one job to a position in another job, which is assigned to a pay grade with a lower maximum.

Subject to the provisions of Civil Service Rules 6.15 and 17.11(a) and (b) 2, when an employee is demoted for any reason under any circumstances, his pay shall be reduced as follows:

- If the demotion is to a job within the same schedule or to a job in another schedule with a lower maximum his pay shall be reduced by a minimum of 7% and may be set at a lower rate in the range provided that it is no less than the minimum.
- Subject to the provisions of Rule 6.29, the Human Resources Director may grant exceptions to this rule for voluntary demotions. Exceptions shall not be granted in an arbitrary or fraudulent manner designed to increase an employee's rate of pay. Exceptions granted should be for voluntary demotions that are in the best interest of the university and the employee.
- The Human Resources Director may waive a pay increase on promotion or reallocation for an employee who has been demoted without a decrease in pay within a six-month period.
- Employees, who have been demoted without a decrease in pay within a six-month period, may be granted a pay increase by the Human Resources Director for a job reallocation provided the reallocation is a result of a change in the Memorandum of Understanding or as a result of a job study. The reallocation must be documented, justified and part of a similar group of positions being upgraded as a result of the change.