

University Enterprises, Inc. Policies and Procedures		Policy No. 320
Section:	Human Resources	
Policy:	Demotion	
Revised Date:	December 11, 1998	

Demotion

I. PURPOSE

To provide a structure for changing an employee's job function and a possible decrease in salary.

II. SCOPE

This policy applies to all regular University Enterprises, Inc. (UEI) employees.

III. POLICY

As circumstances arise, UEI may approve the reassignment of an employee who UEI finds to be employed in a capacity for which she or he is unsuitable to another job that is better suited to his or her abilities. A demotion may also occur as a result of a department reorganization or layoff situation.

IV. PROCEDURE

- A. This process is initiated by a supervisor when he or she note an employee's job performance is not meeting expectations or job performance standards, and would like to have the employee reassigned.
- B. The supervisor discusses the potential demotion situation with his or her department director and as appropriate the department director may recommend the demotion. Following this, the process continues with additional approval for demotion obtained from the Director, Human Resources and the Executive Director.
- C. When assigning the employee to the new job, the circumstances of the demotion will be evaluated and the salary adjusted accordingly.

V. RELATED POLICIES

- | | |
|----------------|---|
| Policy No. 015 | Employee Status Change |
| Policy No. 020 | Probationary Period |
| Policy No. 215 | Salary Program Administration - Regular Employees |
| Policy No. 305 | Performance Evaluation |
| Policy No. 715 | Job Posting |