PROCEDURE NO.  5245

TITLE:  DEMOTION OF CAREER EMPLOYEES

BASED ON POLICY:  5.24 COLLEGE EMPLOYEES: EMPLOYMENT, PROMOTION, TRANSFER, DEMOTION, SUSPENSION, AND DISMISSAL

OFFICE OF PRIMARY RESPONSIBILITY:  VICE PRESIDENT FOR ADMINISTRATIVE SERVICES/HUMAN RESOURCES

I.  Purpose:

To set forth general guidelines for the demotion of career employees

II.  Procedure:

A. In the event that a career employee is moved from his/her present position to one assigned a lower classification, then his salary will be reduced accordingly.

B. For each level that the employee is reduced, he/she will have his/her salary reduced by a minimum of three steps on the career employee salary schedule. If extenuating circumstances, the president may waive this reduction.

C. In the event of an unsuccessful promotion (as determined by either the college or the employee), the employee's salary will be reduced to the level/step prior to the promotion plus any appropriate salary schedule adjustments or applicable across-the-board increases.

D. In no case will the salary adjustment reduce the employee’s salary below the minimum of the respective level to which he/she is assigned.

E. Demotion may occur in one of two ways:

1. The employee is assigned to a different position or to reduced responsibilities in the same position to assist the college in meeting its staffing needs. This is a non-punitive action.

2. The employee is assigned to a different position or to reduced responsibilities in the same position as a result of the employee’s unsatisfactory level of performance in meeting expectations. This action will be based upon evaluation of performance and the employee may exercise all rights of appeal.