

**SOUTH FLORIDA STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

**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

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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/her 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 3%. 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.

**HISTORY: Last Revised: 10/6/20**

**Adopted:** 8/1/89

**Reviewed:** 1/31/05, 1/31/08

**Revised:** 1/21/02, 10/6/20