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PURPOSE

The demotion policy defines the reasons for which a demotion can occur and affirms the commitment of the university to adhere to state guidelines for implementation of a demotion.

DEFINITIONS

Demotion: The assignment of an employee by the appointing authority from one established position to a different established position having a lower State salary range or, for employees in positions without a State salary range, assignment of a lower rate of pay to the employee except when the employee’s job duties also are decreased for non-punitive reasons.

POLICY STATEMENT

This policy applies to all employees of the university.

A. Demotions may be voluntary, for disciplinary or performance reasons, or for involuntary or non-disciplinary reasons.

B. In cases of demotions the university follows all guidelines established by the Division of State Human Resources.

C. In the event that a demotion entails a decrease in salary, all such changes will be made in accordance with State Human Resources Regulations. In no event will a demotion result in a salary increase.
PROCEDURES

Procedures and general guidance related to this policy can be found on the Division of Human Resources Website at http://hr.sc.edu/.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

State Human Resources Regulations 19-704.04, 19-704.08, 19-705.04, 19-705.05, 19-706.04, 19-715.02, and 19-717.01
HR 1.36 Performance Evaluation for Classified and Unclassified Non-Academic Staff
HR 1.45 Reduction in Force

HISTORY OF REVISIONS

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<thead>
<tr>
<th>DATE OF REVISION</th>
<th>REASON FOR REVISION</th>
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<tbody>
<tr>
<td>October 18, 2019</td>
<td>New Policy</td>
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