

Policy Type: Support Staff

Policy Title: Promotion & Demotion

Who Does This Policy Affect: All Support Staff

Purpose: The purpose of this policy is to explain how the rate of pay is determined when an employee transfers to a new position

Policy Statement:

If the transfer or new position is to a higher Grade than previously held by the employee, the employee will move to a rate on the salary schedule of the new Grade that represents an increase that is not less than 4% greater than the employee's previous rate.

If the transfer or new position is to a lower Grade than previously held by the employee, the employee moves to a rate on the salary schedule of the new Grade that represents the next highest rate than the employee's previous rate. If the Grade does not have a rate higher than the employee's previous rate, the employee will move to the highest rate of the new Grade.

Promotion and rate determination are subject to the approval of the Vice President of Administration.