## Position Upgrade/Downgrade

As a result of changes in required skills, responsibilities, and/or other job factors, a position may be upgraded or downgraded. A grade change must be recommended by the employee's immediate supervisor. The recommendation is then sent to the Support Staff Review Committee for evaluation. The Committee's recommendation must be approved by the Vice President of Administration.

Adopted by the Board of Trustees 12-18-08; revised 7-23-2015; 4-27-20; Format only 8-17-21.