

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Employee Demotions****EFFECTIVE DATE: July 1, 2002 Revised July 25, 2002**

Demotion – A demotion is defined as a reduction in position or rank. This can occur by an employee assuming the duties of a position with a lower classification (cluster or skill level), or a change in duties presently performed which warrant a reclassification of present position to one at a lower level/cluster.

It is the policy of Southwest Tennessee Community College to provide equal pay to all employees based on job duties and responsibilities as they relate to the overall organization of the College. An individual's pay will be based on the approved Salary Equity Study for all employees in accordance with the appropriate Job Cluster or Skill Level.

The salaries for employees who are administrative or professional non-faculty, will be based on job Clusters as defined in the Salary Equity Study and, years of experience up to 120 months of service. Support staff salaries will be based on Skill Levels as defined in the Salary Equity Study and, years of experience up to 120 months of service. The salaries of employees who are classified as faculty will be based on a combination of teaching discipline, rank and highest degree earned.

When an employee changes positions to one with less responsibility **the new salary will be the appropriate amount within the salary range of the new position** and will not exceed 100% of the maximum salary for the new position.

In unusual circumstances, however, the President has the option to adjust the new salary.

Source of Policy: Business, Finance & I S

Related Policy: _____

Approved: _____
PresidentResponsible Vice President for Business
Administrator: Finance & Info Systems
TBR Policy Reference: 5:01:00:00
TBR Guideline Reference: N/ADate: July 25, 2002