

Information

Demotions

Effective

May 1 1992

Number

PER 2 07

Applicability

This policy applies to University of Louisville staff

Administrative Authority

Vice President for Human Resources

Responsible Unit

Human Resources

Miller Information Technology Center Rm 02C

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History

Revision Date(s): July 8, 2014; August 29, 2019 (template revision); August 27, 2020 (minor revision); December 14, 2021 (minor edits); August 24, 2022 (minor edit); June 27, 2025; April 1, 2026 (minor revision)

Reviewed Date(s): March 8, 2016; June 13, 2025

Categories

Statement:

1. Demotions may be (1) voluntary, (2) involuntary, or (3) disciplinary:
 1. A voluntary demotion occurs when the employee initiates or requests the demotion.
 2. An involuntary demotion occurs when the position which an employee occupies is reclassified to a lower level or when the demotion is due to inadequate performance or a matter of organizational necessity, such as reductions-in-force.
 3. A disciplinary demotion occurs when the demotion is imposed upon the employee as a disciplinary measure.
2. Staff members who have served less than six months in their current position must have the permission of their supervisor/unit head before applying for a position which represents a voluntary demotion.
3. Upon demotion, if an employee's salary exceeds the maximum of the new lower salary grade, the employee's salary will be reduced to at least the maximum of the new salary grade. Rate on demotion is reviewed on an individual basis and must be approved by the Vice President for Human Resources.
 1. A voluntary demotion occurs when the employee initiates or requests the demotion.
 2. An involuntary demotion occurs when the position which an employee occupies is reclassified to a lower level or when the demotion is due to inadequate performance or a matter of organizational necessity, such as reductions-in-force.
 3. A disciplinary demotion occurs when the demotion is imposed upon the employee as a disciplinary measure.

Related Information:

[Salary Administration Policy Changes](#)

[PER 5.01 Discipline](#)

[PER 5.04 Appeals](#)

Definitions:

A demotion occurs when an employee moves from a position in one class to a different position in a different class assigned to a lower pay grade. A demotion may occur either within a department or between two departments.