

McNeese State University
Human Resources

DEMOTION PAY POLICY
(approved 12.14.07)

A “Demotion” is a change of a permanent or probationary employee from a position in one job to a position in another job, which is assigned to a pay grade with a lower maximum.

Subject to the provisions of Civil Service Rules 6.15 and 17.11 (a) and (b) 2, when an employee is demoted for any reason under any circumstances, his pay shall be reduced as follows:

- If the demotion is to a job within the same schedule or to a job in another schedule with a lower maximum, his pay shall be reduced by a minimum of 7% but not to exceed 14% and may be set at a lower rate in the range provided that it is no less than the minimum.
- Subject to the provisions of Rule 6.29, the Appointing Authority may grant exceptions to this rule for voluntary demotions. Exceptions shall not be granted in an arbitrary or fraudulent manner designed to increase an employee’s rate of pay. **Exceptions granted shall be for voluntary demotions that are in the best interest of the university.**
- The Appointing Authority may waive a pay increase on promotion or reallocation for an employee who has been demoted without a decrease in pay within a six month period.
- The Appointing Authority may grant a pay increase for a reallocation for an employee who has been demoted without a decrease in pay within a six month period provided the reallocation is documented and justified as part of a group of similar positions being upgraded as a result of a change in the memorandum of understanding or as a result of a job study.