

ADMINISTRATIVE DIVISION HR Division of Human Resources		POLICY NUMBER HR 1.58	
POLICY TITLE Demotions			
SCOPE OF POLICY USC System		DATE OF REVISION October 18, 2019	
RESPONSIBLE OFFICER Vice President for Human Resources		ADMINISTRATIVE OFFICE Division of Human Resources	

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PURPOSE

The demotion policy defines the reasons for which a demotion can occur and affirms the commitment of the university to adhere to state guidelines for implementation of a demotion.

DEFINITIONS

Demotion: The assignment of an employee by the appointing authority from one established position to a different established position having a lower State salary range or, for employees in positions without a State salary range, assignment of a lower rate of pay to the employee except when the employee's job duties also are decreased for non-punitive reasons.

POLICY STATEMENT

This policy applies to all employees of the university.

- A. Demotions may be voluntary, for disciplinary or performance reasons, or for involuntary or non-disciplinary reasons.
- B. In cases of demotions the university follows all guidelines established by the [Division of State Human Resources](#).
- C. In the event that a demotion entails a decrease in salary, all such changes will be made in accordance with State Human Resources Regulations. In no event will a demotion result in a salary increase.

PROCEDURES

Procedures and general guidance related to this policy can be found on the Division of Human Resources Website at <http://hr.sc.edu/>.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

[State Human Resources Regulations 19-704.04, 19-704.08, 19-705.04, 19-705.05, 19-706.04, 19-715.02, and 19-717.01](#)

[HR 1.36 Performance Evaluation for Classified and Unclassified Non-Academic Staff](#)

[HR 1.45 Reduction in Force](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
October 18, 2019	New Policy