

# University of Arkansas at Pine Bluff

## Faculty/Staff Handbook

Policy: **PROMOTION AND DEMOTION - CLASSIFIED EMPLOYEES**

Policy #: **4.6**

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A promotion to a classification one grade higher than an employee's current classification will result in ten percent (10%). If the new rate of pay falls below Pay Level 1 for the new grade, an employee's rate of pay shall be adjusted to Pay Level 1. However, the rate of pay may not exceed Pay Level IV of the new pay grade. An employee must meet or exceed the minimum qualifications for the new position to be promoted to that position.

When an employee is involuntarily demoted or voluntarily solicits a demotion, the rate of pay shall be fixed in the lower graded position at a rate of ten percent (10%) less than the employee's rate of pay at the time of the demotion.

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**Resource(s):**

**Approved by:**

**Approval date:**

**Custodian:** Human Resources