Demotion Policy

POLICY: Demotion			
POLICY NUMBER:	300.30.01	**CUSTODIAN:**	Human Resources
APV'D DATE:	10/20/20		
EFFECTIVE DATE:	10/20/20	**REVIEW DATE:**	10/2020
REFERENCES:	Complaint/Grievance Policy		

Part 1. Policy Background and Purpose.
White Earth Tribal and Community College (WETCC) will make every effort to contribute to the success of an employee in their respective position, however at times the position and the employee are not a good match and demotion may be a better option for the employee or supervisor to consider.

Part 2. Definitions.
A demotion is a reduction in an employee's rank or job title within the organizational hierarchy of a company.

A demotion may also lead to the loss of other privileges associated with a more senior rank and/or a reduction in salary or benefits.

Part 3. Responsibility.
It is the responsibility of the supervisor to submit a written request to their director for a demotion, along with supporting documentation. Final approval of a demotion must be granted by the director.

Directors are responsible to review the situation in its entirety and prepare appropriate documentation that lead to the decision. Documentation is required to be submitted to the Special Projects Director who will maintain the information in the employee's personnel file.

An employee may make a request for a demotion to their supervisor. A demotion is not guaranteed and will be considered on a case-by-case basis at the director's discretion.

Part 4. Policy.
Subpart A. Demotion Option.
Either the supervisor or the employee may initiate consideration of a demotion to a different available position with less responsibilities and pay.

Employees may request a demotion to a position requiring less responsibilities and pay by speaking with their immediate supervisor.

Demotions considered at the request of a supervisor due to work performance issues or reorganization should be done only after other efforts to retain the employee have failed.

Subpart B. Demotion Notice.
Employees will be notified of their demotion in writing with details of the new position, rate of pay, and all other employment information normally given to a new employee upon hire.

Subpart C. Refusal of Demotion.
If an employee refuses a demotion that is offered by a supervisor, they will be terminated from employment with WETCC.

Subpart D. Grievance (or appeal).
Employees shall have the right to file a grievance (or appeal) in accordance to the Complaint/Grievance Policy when a demotion decision is decided upon by the supervisor.