



KENTUCKY STATE UNIVERSITY

Policies and Regulations

REGULATION TITLE:

Demotions

APPLIES TO:

Staff

ADMINISTRATIVE AUTHORITY:

Office of Human Resources

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

REGULATION STATEMENT:

Kentucky State University (KSU) recognizes that reassignments may occasionally result in a demotion, defined as a change to a position with a lower job grade, title, or level of responsibility. This regulation outlines the process for handling demotions, including salary adjustments, to ensure fairness and consistency. Salary reductions, if applicable, require approval from the President or their designee.

Through this regulation, KSU aims to maintain a supportive work environment while addressing organizational needs.

DEFINITIONS:

Demotion

A reassignment to a position with a lower job grade, title, or level of responsibility, whether voluntary or involuntary.

Base Rate

The minimum salary for the new position's job grade.

PROCESS:

Initiation of Demotion

- A demotion may be recommended by the employee's department head based on organizational needs, performance, or other relevant factors.
- The recommendation must be reviewed and approved by the Office of Human Resources (HR) to ensure compliance with KSU policies.

Salary Adjustments

- Upon demotion, the employee's salary may be adjusted to reflect the new position's job grade, in accordance with KSU pay guidelines.
- The adjusted salary will not be less than the base rate for the new position.
- Final salary adjustments require approval from the President or their designee.

Documentation and Communication

- HR will document the demotion, including the rationale, salary adjustment, and any exceptions.
- The employee will receive written notification of the demotion details and any changes to compensation or benefits.

REFERENCES AND RELATED MATERIALS:

- KSU Employment Policies

CONTACTS:

Subject	Office	Telephone	E-mail
Regulation questions	Human Resources	(502) 597-6667	Human.Resources@ksu.edu

HISTORY:
