

## A5. Demotion/Transfer - Voluntary without Open Recruitment

**Personnel Action:** Demotion (voluntary, intra-unit )                      **Personnel Action Code:** 11;12  
Transfer (intra-unit)

**Policy Summary:** A demotion is a change of an employee from one position to another position, which is in a class with a lower salary range maximum. This can occur through a voluntary action (request from employee). For information about an involuntary demotion action (i.e., corrective action), refer to [Involuntary Demotion Procedure](#), (A-6)

A lateral transfer is a change of an employee from one position to another in the same class or in another class with the same salary range maximum. An intra-unit transfer may occur without conducting an open recruitment. For represented positions, another position should be left open for recruitment as a result of the intra-unit transfer action.

**Related Policies, Contract Articles & References:** A. Personnel Policies for Staff Members (PPSM) – employees not covered by a collective bargaining agreement

- PPSM 2 - [Definition of Terms](#)
- PPSM 20.B - [Recruitment](#)

B. [Contract Articles](#) – employees covered by collective bargaining agreement

**Authority:** The Unit Head is delegated the authority to approve demotion and transfer actions.

**Criteria:** Salary Rate Upon Demotion: Normally, there will be a decrease in salary upon demotion. In addition, the salary rate will normally not exceed the maximum of the new salary grade/ranges. However, units are encouraged to minimize this decrease to the extent possible (this will depend on funding availability and the employee's current salary).

In extreme unusual circumstances, “red-circling” the employee’s current rate above the maximum of the new salary grade/range may be warranted. This will depend on the circumstances of the demotion and availability of funding. This action freezes the employee’s salary rate. As such, the employee will normally not be eligible to receive further salary increases until such time as the salary rate is encompassed by upward movement of the salary grade/range in which the employee’s classification is assigned.

Principal officers are authorized to approve “red circling” actions after consultation with their [HRSTR](#).

Transfers may occur within a unit provided the position from which the employee is transferring has the same salary range maximum as the position to which the person is transferring. An action that would result in a promotion without recruitment is not appropriate.

**Process:**

Responsibility

Action

Employee

Submits written request to voluntarily transfer or demote to another position within the unit.

Unit Head/  
Designee/  
Supervisor

Receives request from employee to voluntarily transfer or demote to another position within the unit.

Consults with [HRSTR](#) before proceeding to assure action is in compliance with policy and contract article provisions.

Obtains the appropriate approvals to proceed with the action.

Completes the UCSC Employee Action Request (EAR) form to reflect the action.

Attaches signed letter from employee requesting transfer or demotion and new job description, signed by the employee and supervisor.

Forwards the EAR form to [HRSTR](#).

HR Service  
Team

Reviews EAR form and new job description and ensures action is in compliance with policy and contract article provision.

Enters information into PPS.

Forwards data collection documents to PAN reviewer as appropriate.

HR Pan  
Reviewer

Reviews PPS OEU to ensure accuracy of action and adherence to campus policies and procedures.