

UIC POLICIES AND PROCEDURES

NUMBER
1003

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SUBJECT Demotion Process	EFFECTIVE 04/01/1997	REVISED 09/01/ 2013
ISSUED BY Assistant Vice President of Human Resources	APPROVED BY Chancellor	

PURPOSE

To identify the process and documentation necessary for the involuntary demotion of support staff employees, and document undesirable behavior; and to insure compliance with State Universities Civil Service Statutes and Rules.

SOURCES AND BACKGROUND

University of Illinois Policy and Rules for Civil Service Staff
State Universities Civil Service System Statute and Rules
Collective Bargaining Agreements

APPLICABILITY

All UIC support staff employees

POLICY

The University seeks to establish and maintain standards of employee conduct and management practices which, in the interests of the University and its employees, support and promote effective operations. The University will strive to insure consistent and uniform treatment in demotion matters. Decisions on demotion should not be made in an arbitrary or capricious manner, but rather as a result of informed and unbiased investigations.

UIC may initiate an involuntary demotion by filing a Notice of Demotion with the Merit Board of the State Universities Civil Service System and issuing a copy to the employee in person or by certified mail. The Notice of Demotion will designate the position and classification to which the employee has been demoted and will specify the causes of the involuntary demotion. Prior to filing of an involuntary demotion, the department should seek guidance from HR Labor and Employee Relations and/or Employment. Also, any represented employee should be notified of their right to union representation.

PROCEDURES

RESPONSIBILITY

1. Department/Unit Head
2. Human Resources Employee

ACTION

Prepares and submits all documentation that justifies demotion proceedings and provides a written statement outlining the reason(s).

Reviews the information provided by the

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Relations Officer

department and assists the supervisor or unit head with a follow up investigation if warranted.

Drafts the Demotion Intent Letter, if warranted, which is placed on the employing department's letterhead and is signed by the employing department's department head or designee. The letter details the charges made against the employee and offers the employee an opportunity to attend a reconciliation meeting or make a written response within a specified timeframe.

3. Department/Unit Head

Signs Demotion Intent letter and, on date of letter, serves it in person if the employee is present on the job or sends it to the employee by certified mail. Returns a copy to Human Resources Employee Relations Officer the same day.

4. Human Resources Employee Relations Officer

Sends a copy of the Demotion Intent letter to the union, if appropriate, and conducts reconciliation meeting.

5. 5. Department/Unit Head

Makes decision whether to proceed with the demotion within seven (7) workdays of the reconciliation meeting date.

6. Human Resources Employee Relations Officer

If the decision is to proceed with the demotion, prepares the Notice of Demotion.

7. Department/Unit Head

Signs the Notice of Demotion and serves the employee on the same date of the notice, in person, if the employee is present on the job or sends the paperwork to the employee by certified mail. The effective date of the demotion shall be the date of service of the Notice of Demotion.

Returns copies of the Notice of Demotion to the

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8. Human Resources Employee Relations Officer

9. Employee

10. Human Resources Employee Relations Officer

11. Department/Unit Head

Human Resources Employee Relations Officer the same day.

Distributes copies to required university officials.

Files an appeal, within 15 days, if an appeal is to be made.

Upon receipt of notice from SUCSS that an appeal has not been filed in a timely manner or that the Merit Board has sustained the employee's demotion following an appeal, the Human Resources Employee Relations Officer will notify the department/unit head that the demotion is final.

Submits Pitr to AHR/Records and DART separation to reflect demotion.

Note: Some collective bargaining agreements contain procedures which differ from those described above.