Policy Reference

Title Review w/ Incumbent (Change of Duties) Guidelines – University Staff Positions
University Staff Guideline on Title Appeals
UW-Milwaukee Compensation Philosophy

Description
When a University Staff employee is demoted from a position/title in one salary grade to a different position/title in a lower salary grade, the individual’s salary may be adjusted. This document explains the steps in a demotion review case, as well as pay determination guidelines upon demotion.

Process Considerations
- Prior to submitting a formal request for title review, the Dean/Division Head, in consultation with the supervisor and divisional HR representative, should discuss the potential impact to the incumbent.
- Changes in duties do not guarantee a change in title.
- Title determinations are made by Central Human Resources and are strictly based on the duties and functions of the position.
- The new salary will be set by the division head or dean in consultation with the Associate Vice Chancellor (AVC) for Human Resources.
- All pay determinations shall demonstrate a commitment to UW Milwaukee’s Compensation Philosophy.
- Divisional Human Resources Staff are responsible for notification to employees of any title and/or rate changes. Title change notifications shall specify the effective date of the approved change, indicate that the result of the title review can be appealed per the University Staff Guideline on Title Appeals, and clarify that the change is not considered final until the appeals process, if initiated, has concluded.

Demotion Process
1. A request for title review may be initiated by a supervisor by submitting a memorandum justifying a review to the Dean/Division Head of their school/college/division.
2. A formal request for title review is submitted to the Associate Vice Chancellor for Human Resources (AVC for HR) by the Dean/Division Head for the school/college/division. The request for title review shall include a memorandum that explains the change in duties and identifies the former and new duties, the revised employee position description, and a new organizational chart.
3. The AVC for HR will submit the request to the appropriate Employment Services Specialist for review and analysis of the changes to the position’s duties.
4. A formal notification of the result of the title review will be sent to the Dean/Division Head by the AVC of Human Resources. For approved requests, the notification will specify the new title and salary range.
5. For the process on title appeals please see University Staff Guideline on Title Appeals
6. The new salary will be set by the division head or dean in consultation with the Associate Vice Chancellor (AVC) for Human Resources.
   a. The base pay may be set at any rate that is not less than the minimum of the applicable pay range and not greater than the maximum.
   b. If the employee’s salary before demotion is above the maximum of the new salary range, it must be reduced to at least the new maximum.
   c. A salary should not be reduced by more than 10% below the maximum rate of the new range. A compensation analysis and request for a salary exception must be submitted to the AVC for HR for salaries that fall more than 10% below the maximum.
   d. Factors to be considered in determining the new salary rate are the employee’s experience, qualifications, performance as measured by past evaluations, and new duties and responsibilities.

7. The effective date of any approved change shall be the first day of the bi-weekly payroll period following receipt of the complete title review packet by the Department of Human Resources.

8. The title and any resulting salary change will not be processed in the Human Resource System (HRS) until the appeals process, if initiated, has concluded.