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in the incumbent maintaining the same rate of pay. When a different title is involved the incumbent must meet the minimum qualifications of the position.

- c. When the reorganization requires a change in job classification that is not lateral, but to a different pay grade level or occupational category, a job audit may be conducted to verify proper classification. If the reorganization results in changing an employee to a lower pay grade level, the salary should be set at a rate within the pay range of the new title as determined appropriate by the Department Head and Director or Director's designee.

4. Staff Evaluation

- a. It is the responsibility of the immediate supervisor and/or the Department Head to monitor staff employee performance and behavior and to provide timely feedback to the employee and document exceptional performance and/or behavior.
- b. Ongoing Evaluation. Staff performance evaluation is an on-going supervisory process. The immediate supervisor should recognize exceptional performance, whether poor or outstanding, and review it with the staff employee immediately. The Staff Performance Evaluation (SPE) [form](#) should be used when a written exceptional performance evaluation is necessary to record discipline for a criticantm- 005 Tw- 005 Od (or)-mployee  
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the salaries of tenured faculty serving in administrative staff roles within the Division of Academic Affairs.

- c. HR reviews and monitors the current titles and

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10. Demotions

When an employee changes to a position requiring a change of title to one having a lower salary range, the employee's salary will be adjusted to an appropriate level within the new salary range as agreed upon by the Deact BMC vn-1.1 (3-12.2 (dj)-8.9 (us)-8 (t)-1.1 (ed t)-13.2 (o an )-12.3 (ap)-12.2 (pr)-6.3 (op



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- f. All payments to employees are governed by the Fair Labor Standards Act, U.S. Department