

**UCF-3.043 USPS and A&P Employee Promotion, Change in Assignment, and Demotion.**

(1) Promotion, change in assignment, demotion and transfer shall be administered consistent with the following provisions.

(2) Definitions.

- (a) Classification shall mean the official classification specification for a position type, as determined by the University of Central Florida. Classification includes such information as official job title, basic description of position function, examples of relevant duties, and minimum qualifications.
- (b) Position shall mean a particular appointment within a classification, including the specific duties and responsibilities of that appointment. Each position has its own job description that is applicable to the individual occupying the position.

(3) Promotion.

- (a) Administrative and Professional promotion is the appointment to another position or classification with substantially increased responsibilities and a higher salary range, or a permanent assignment of substantially increased responsibilities for the existing classification. An employee must meet the minimum qualifications established for the classification to which promoted.
- (b) USPS promotion is the appointment to a classification or position with substantially increased responsibilities and a higher salary level. An employee must meet the minimum qualifications established for the classification to which promoted.

(4) Change in Assignment.

- (a) An A&P or USPS change in assignment is the appointment to a different position in the same classification or in a different classification having the same salary range.
- (b) If a USPS employee who has not attained regular status receives a change in assignment, the employee's probationary period is restarted.

(5) A demotion is an appointment to a classification or position having less responsibility and a lower salary level.

*Authority: BOG Regulation 1.001. History-7-30-12.*