



<b>Subject</b>	<b>TRANSFER TO LOWER CLASSIFICATION – Support Staff</b> (formerly titled “3.02 Demotions (Support Staff) – Salary Placement”)
<b>Procedure Section</b>	<b>3 Salary Administration</b>
<b>No.</b>	3.06
<b>Exempt Employment Policy References</b>	Not Applicable
<b>Collective Agreement References</b>	Support Article 23 (Job Transfer & Reclassification Downward)
<b>Forms &amp; Other Reference Material</b>	
<b>Status of Approval</b>	Approved 21-May-2013 Chris Rawson

**PREAMBLE:**

The Collective Agreement between the College and the BCGEU Support Staff states the following in Clause 23.1:

*"Where employees are transferred from one job classification to one in a lower rate structured category at the request of OC, they will be placed at a step in the lower salary range equal to the pay received in the higher category on a "mark time" basis until the lower increment steps are matched or exceeded."*

**PROCEDURE:**

1. "Employees" in the context of this clause refers to regular full-time, regular part-time and sessional employees.
2. The phrase "at the request of OC" is of particular significance. Clause 23.1 applies when a Dean/Director/manager of OC decides, in consultation with Human Resources, to transfer an employee from a higher rated classification to a lower rated classification. The clause provides a limited form of salary protection when the transfer to a lower rated classification is expected to be of a permanent nature.
3. An employee who is transferred to a lower rated classification at the request of OC is provided by Human Resources with a letter of appointment noting his or her "marked time" rate of pay.
4. An employee who asks to be transferred to a position or who applies for a position with a lower base rate of pay is not covered by Clause 23.1. An employee who requests to be transferred or who applies for a position in a lower rated classification will have his/her salary adjusted downward (i.e. if a Secretary I with 2000 hours seniority requested to transfer to a Clerk II position, that employee would be placed in the Clerk II range at a step commensurate with 2000 hours of seniority such as step 2 of that range).
4. Non-regular employee is given an appointment each time they accept work and are not "transferred at the request of OC" as contemplated in Clause 23.1. When a non-regular employee accepts an appointment in a classification with a lower base rate of pay than his/her current base classification,

salary placement is calculated based upon seniority hours (i.e. if a Clerk II with 2000 hours of seniority accepted an appointment as a Clerk I, that employee would be placed in the Clerk I range at a step commensurate with 2000 hours of seniority such as step 2 of that range).

5. An employee on regular appointment (regular full-time, part-time or sessional) who is temporarily assigned by OC to a position with a rate of pay lower than his/her regular rate of pay maintains his or her regular rate of pay as per Clause 35.2.