Personnel Board of Jefferson County DEMOTION REVIEW

This form should be used to submit a demotion request for review to the Personnel Board of Jefferson County. According to the Personnel Board Rules and Regulations, a demotion of an Regular Employee may occur for any of the following reasons:

- DISCIPLINARY When a Regular Employee is demoted for cause as defined in Rule 12.2
- VOLUNTARY When a Regular Employee voluntarily requests or accepts the demotion
- RIF When a Regular Employee would otherwise be laid off pursuant to Rule 11.12 Reduction-in-force

This form should be completed and submitted to the Personnel Board Business Processing Department via email at <u>BusinessProcessing@pbjcal.org</u> along with any applicable supporting documentation.

If an employee is returning to the position he or she last held within 12 months following a promotion, use the Request to Rollback Form.

Employee Name:				Emplo	yee Number:	
Employee Work Address:				Employee	Telephone:	
Employee Email:			Effect	ive (Beginning) Dat	e of Demotion:_	
Current Job Class/Jo	ob Title	Grade	Step	\$ Base Pay Rate		
Demoted Job Class/	Job Title	Grade	Step	\$ Base Pay Rate	Premium (%)	
Demoted Job Class/ Has employee ever held the			-	Base Pay Rate	Premium (%)	
			ne is der	Base Pay Rate		
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Has employee ever held the	e class to w	hich he/st	ne is der Signa	Base Pay Rate	No ot required if dis	
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