

**The Personnel Board of Jefferson County
REQUEST FOR ROLLBACK TO POSITION LAST HELD**

Employee Name: _____

Employee Number: _____
(or last four digits of SSN)

Employee Work Address: _____

Employee Telephone: _____ Ext. _____ Employee Email: _____

Date Hired into Current Position: ____/____/____ Effective Date of Rollback: ____/____/____

Is this rollback crossing Appointing Authorities? YES ____ NO ____ (If yes, signatures of both Appointing Authorities are required.)

Current Job Class	Grade	Step	\$ Base Pay Rate	\$ Premium	Current Position Number
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Previous Job Class	Grade*	Step*	\$ Base Pay Rate	\$ Premium	Previous Position Number
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Employee Signature	____/____/____	Date	Department Head Signature	____/____/____	Date
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Appointing Authority Signature	____/____/____	Date	Appointing Authority Signature	____/____/____	Date
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Personnel Board Use Only

____ Approved

____ Declined Reason for Decline: _____

Personnel Director

* Grade and Step must be the same as in the previous position at the time of promotion or non-promotional appointment.

NOTE: During the 12 months following a promotion or a non-promotional appointment, a Regular Employee may, as defined under Rule 11.6(b), roll back to the position he or she held prior to the promotion or non-promotional appointment, if the position is still vacant. To be eligible, the employee must have completed a probationary period in the job class to which he or she is returning.