

Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.



# DEMOTION REQUEST

List Placement      Department Hire

***A completed County Employment Application or Resume must accompany this form.\****

\*Except for department hires made from a certification list or in cases where the employee previously held active status in the lower level classification.

***Must print in Black or Blue ink ONLY***

<b>Employee ID</b>	<b>Rcd No.</b>	<b>Last Name, First Name</b>
<b>Phone No.</b>		<b>Email Address</b>

<b>Current Job Code Title</b>
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List Placement	
Job Code Title(s)	Previously Held Active Status in Job Code Title?
	Yes -      No -
	Yes -      No -
	Yes -      No -
Department Hire	
Job Code Title	Position No.

I understand that a demotion will require that I serve a probationary period ***unless*** I have held active status in the requested Job Title(s), or the probationary period is waived in writing by the Director of Human Resources. I understand that if I do serve a probationary period, I may be disciplined, including dismissal, without the right to review or appeal during that probationary period and do not have the right to return to my previous position.

(The above does not apply to employees with rights to return due to a promotion.)

<b>Employee Signature (Print &amp; Sign)</b>	<b>Date</b>
<b>HR - Employment Division Chief Signature (Print &amp; Sign)</b>	<b>Date</b>

This document/form incorporates use of e-signatures in accordance with the San Bernardino County Policy #03-12 and Standard Practice 1.

DISTRIBUTION: Original – Employment-HR (0440)