



County of San Bernardino

DISCIPLINARY ACTIONS

Reduction In Salary Step

An employee with regular status may receive a disciplinary reduction in salary grade/step. This action is the result of the employee being found to be in violation of the San Bernardino County Personnel Rules or department regulation.

REFERENCES

All current County Memoranda of Understanding (MOU), Exempt Compensation Plan, Personnel Rules

GENERAL INFORMATION

To process this action, an Order of Reduction in Salary Step is required. Generally, this is prepared by the department Human Resources Business Partner (HRBP), who will provide a copy to the payroll specialist. The specific salary grade/step to be reduced and duration of reduction will be specified on the Order. *Refer to department guidelines for individual procedures.*

Exception: Management, Professional and Supervisory employees shall not be disciplined by a reduction in step.

Note: A proposed Order cannot be used to process a disciplinary action.

PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Complete JAR
- ◆ Attach copies of the first and last page (signature page) of the Order to JAR. Copy of Order should be modified to comply with department confidentiality.
- ◆ Complete a second JAR to reinstate salary grade/step and attach an additional copy of the first and last pages of the Order
- ◆ Retain copies for department file. *Refer to the department guidelines for individual procedures*
- ◆ Forward both JARs and attachments to EMACS-HR
- ◆ Verify that EMACS has been updated to reflect the requested action

DEADLINES

Refer to Master Calendar for EMACS Processing

DISTRIBUTION

The department HRBP will forward the Order to employee's Personnel (OPF) File at Human Resources. *Refer to department guidelines for individual procedures.*

RELATED FORMS/PROCEDURES

Personnel (OPF) File