



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

RETURN TO FORMER JOB CODE TITLE FROM ASSIGNMENT TO VACANT HIGHER POSITION (AVHP)

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name	
Company	Department		Department ID
Position No.	AVHP Job Code Title		Range/Step /

Return the above named employee to his/her former Job Code Title:

Effective Pay Period Begin Date
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Position No.	Job Code Title	Range/Step /
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I certify that the above was the employee's former Job Code Title, salary range and step immediately prior to the Assignment to Vacant Higher Position.

Appointing Authority or Designee (Print & Sign)	Date
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Payroll Specialist Name (Print & Sign)	Phone No.	Date
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This document/form incorporates use of e-signatures in accordance with the San Bernardino County Policy #03-12 and Standard Practice 1.

DISTRIBUTION: Original - EMACS-HR (0030)

Keyed By (Employee ID)	Date
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