



County of San Bernardino
**CHECKLIST FOR
STEP REDUCTION/RESTORATION
(Disciplinary Action)**

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name
Department		

PREREQUISITE

Copy of signed Order of Step Reduction from Human Resources Officer (HRO) (*first and signature page*)

REQUIRED

Job Action Request (JAR)

[Job Action Request \(JAR\) to Reduce Step](#)

and

[Job Action Request \(JAR\) to Restore Step](#)

Incomplete Packets Will Be Returned