



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