



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

"X" STEP REQUEST

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name	
Company	Position No.	Department	Job Code Title

Justification	
<input type="checkbox"/>	Demotion to a Trainee Job Code Title - An employee demoting to the trainee Job Code Title _____ for which the journey level position is higher than the Job Code Title employee demotes from _____, shall retain the same salary rate and be placed on the "X" step, if necessary.
<input type="checkbox"/>	Position is downgraded from Job Code Title _____ to Job Code Title _____, as a result of a classification study. Authorization by the Director of Human Resources (HR) is required if the employee will be placed on the "X" step to continue the same salary rate.
<input type="checkbox"/>	Other: _____
Note: Employee shall receive no future salary rate increases, including cost of living increases, until the salary rate of the Job Code Title held exceeds the "X" step.	
Requested Hourly Rate Of Pay:	\$ _____

Appointing Authority or Designee Signature	Date
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I understand the terms and conditions described above, as appropriate.

Employee Signature	Date
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Office Use Only

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Human Resources Business Partner Signature	Date
Comments:		

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Director of Human Resources (HR) Signature	Date
Comments:		

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Chief Executive Officer Signature (required if Director of HR is appointing authority)	Date
Comments:		

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

Keyed By (Employee ID)	Date
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DISTRIBUTION: Original – EMACS-HR (0030)