



## VOLUNTARY DEMOTION STATEMENT OF UNDERSTANDING

Employee Name:	Demoting From: Job Title/Pay Level
Personnel #:	Demoting To: Job Title/Pay Level

***Civil Service Rule 6.10 (d) states: An appointing authority shall waive a pay increase on promotion, reallocation, or detail to special duty for an employee who has been demoted without a reduction in pay until such time the employee surpasses the pay level from which he demoted.***

I, \_\_\_\_\_ understand that I have accepted a demotion as referenced by the information above with an effective date of \_\_\_\_\_ and agree to the following option.

☐ **I agree to accept a 7% pay reduction. (Cannot be above max for pay scale)**

As a result of this pay reduction, Civil Service Rule 6.10(d) will not apply to future promotions, reallocations, or details. Please note that if a salary is still above the maximum for the new pay level after the 7% reduction, it must be reduced further to not exceed the maximum.

Biweekly salary with 7% reduction \_\_\_\_\_

☐ **I agree to waive the 7% pay reduction. (Cannot be above max for pay scale)**

As a result of the reduction in pay being waived, Civil Service Rule 6.10(d) will apply; therefore, future increases are waived until the former pay level (demoted from) has been surpassed. Please note that if a salary is above the maximum for the new pay level, it must be reduced to the maximum. If that reduction is less than 7%, Civil Service Rule 6.10(d) will still apply.

Biweekly salary waiving 7% reduction \_\_\_\_\_

As it relates to Market Adjustments, ***Civil Service Rule 6.32(c) states: All increases herein authorized are subject to the requirement that no employee's pay shall exceed the maximum rate of pay established for the job.***

\*If a salary is already at the pay level maximum, an employee is not eligible for a Market Adjustment.

Employee Signature: _____	Date _____
HR Representative: _____	Date _____

**NOTE:** If you have any questions concerning these terms, please consult with Human Resources.