

Internal Demotion Request Form

Administrative & Staff Positions

Position Title (<i>Vacating</i>):		PSB#:
Working Title (if applicable):		
Employee Name:		
Department/BU Code:		
Current Annual Salary:	Proposed Annual Salary:	Proposed Increase %:

If space or font sizing is not adequate, please attach a memorandum providing the information requested below. 1. Provide a reason/justification for the change (demotion).

2. Based on the minimum and preferred qualifications, as listed in the posting, state how the employee meets the qualifications? (Must specifically reference the qualifications listed in the posting)

3. Justify the salary decrease to include current salary, proposed salary, and percent decrease. (For requests where an individual may be demoted into a classified position, please make reference to the salary level in Classified Pay Plan)