



DISCIPLINARY REDUCTION NOTICE (Demotion)

DER REPORT NO.

CS-113 r. 05.31.16

Distribute a copy to:

- Employee
- Employees' Retirement System
- Department
- Dept. of Employee Relations – Pay Services Section

Date: _____

Employee:		Pension No.	Employee ID. No.:
Department/Bureau:		Race:	
		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Division:		Div. No.:	
		Loc. No.:	
Immediate Supervisor:			

In accordance with City Service Commission Rule XIV, Section 12, you are hereby reduced effective at _____ (am / pm) on _____ (date) from _____ (Job Title) to _____ (Job Title) for the following cause(s).

I. Description of Situation *(provide specifics including prior discipline, if any):*

RIGHT OF APPEAL must be exercised within three days of receipt of the notice:

- 1) A regularly appointed Civil Service employee *(one who has completed his/her probationary period)* may appeal in writing to the City Service Commission within three days of receipt of this notice.
- 2) Employees in a department under the supervision of a board or commission of three or more members must appeal to that board or commission.

Date:	Reporting Authority Signature:
<i>Date provided to Employee</i>	Title:
	Department Head Signature:
	Title:

