

DEMOTION TEMPLATE

Confidential Memorandum

Date:

From:

To:

Re: Demotion for . . . (Unsatisfactory Job Performance or Grossly Inefficient Job Performance or Unacceptable Personal Conduct)

1st paragraph

- Notice of demotion
- Effective date of demotion
- The purpose for the demotion
- Specific violation(s) and the date(s) it occurred
- How and to what extent the demotion will affect the employee's salary rate or pay grade.

2nd paragraph

- Specific improvements required and timeframe for improvements
 - The consequences of failing to make the required improvements or corrections
- NOTE: If this is a final disciplinary action, state that failure to make the required improvements or corrections may result in dismissal

3rd paragraph

The employee's appeal rights

For permanent employees

In accordance with the University's Grievance Procedure, you have 15 workdays from receipt of this letter to appeal your demotion to the Division of Human Resources. If alleging discrimination, you may choose not to utilize the University's Grievance Procedure and appeal directly to the State Personnel Commission within 30 calendar days from receipt of this letter. All appeals to the State Personnel Commission must be filed with the Office of Administrative Hearings, address, city, state, zip; phone (555) 555-5555.

For probationary employees:

As a probationary employee, this demotion may be appealed to the Division of Human Resources within 15 workdays of receipt of this letter, only if alleging discrimination on the basis of race, religion, color, creed, national origin, political affiliation, sex, age, or disability, or if alleging the presence of misleading or inaccurate information in your personnel file.

Attach a copy of the Company Grievance and Appeal Regulation

Appropriate copies should be forwarded to: Department files, Director, Human Resources