

Voluntary Transfer/Demotion/Promotion Employee Agreement Form

The agency Human Resources office will complete *Section A* for employee review. The employee will review *Section B* and sign to indicate agreement.

Section A: Personnel Action and Position Details					
Employee Name:			PERNR:		
Effective Date:					
Type of Personnel Action:	☐ Voluntary Transfer		☐ Voluntary Demotion		☐ Promotion
	From:	To:		From:	To:
Position #:			Cabinet:		
Job Class:			Office:		
Grade & Salary:			Department:		
Increment Date:			Division:		
Work County:			Branch:		
Hours per Week:			Section:		
Retirement Text:			Unit:		
OT Designation:			FLSA Status:		
Section B: Employee Agreement					
<i>As a classified employee, I have reviewed the position details provided above and understand the work location, pay grade, salary and weekly working hours. I do hereby accept the offer indicated above and waive the right to file a grievance or appeal concerning this personnel action. I will report to my new workstation on the provided effective date of the action.</i>					
Signature of Employee		Date	Signature of Appointing Authority or Designee (Receiving Agency)		Date