



## Voluntary Transfer/Demotion/Promotion Employee Agreement Form

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

### SECTION A: DESCRIPTION OF ACTIONS

**VOLUNTARY TRANSFER:** A willing movement of any employee from one (1) position to another of the same grade having the same salary ranges, level of responsibility within the classified service, and salary received immediately prior to transfer. An increase or decrease in hours worked per week after the transfer will alter the employee's monthly salary.

**VOLUNTARY DEMOTION:** A willing change in the rank of an employee from a position in one (1) job classification to a position in another job classification having a lower minimum salary range and less discretion or responsibility. Pursuant to 101 KAR 2:034, Section 3 (2)(a), if an employee is demoted, the appointing authority shall determine the salary in one (1) of the following ways: 1) the employee's salary shall be reduced by five (5) percent for each grade the employee is reduced; or 2) the employee shall retain the salary received prior to the demotion. If the employee's salary is not reduced upon demotion, the appointing authority shall explain the reason in writing and place the explanation in the employee's personnel file.

**IMPORTANT NOTE:** 101 KAR 2:034, Section 3(2)(b) further states that an employee whose salary is not reduced by five (5) percent per grade upon demotion shall not be eligible for a salary increase upon promotion, reclassification, detail to special duty, reallocation, pay grade change or successful completion of promotional probation until the employee has moved to a job classification with a higher pay grade than that from which he was demoted. If a promotion, reclassification, detail to special duty, reallocation or pay grade change occurs, it shall be deemed as having been made from the grade from which the employee had been demoted.

**PROMOTION:** A change in the rank of an employee from a position in one (1) job classification to a position in another job classification having a higher minimum salary or carrying a greater scope of discretion or responsibility. Pursuant to 101 KAR 2:034, Section 3 (1), an employee who is promoted shall receive five (5) percent for each grade, or an increase to the minimum of the new grade (whichever is greater) except as provided under 101 KAR 2:034, Section 3(2)(b) as explained in the Voluntary Demotion "IMPORTANT NOTE" above.

### SECTION B: PERSONNEL ACTION AND POSITION DETAILS

Employee Name:		PERNR:		Effective Date:	
Type of Personnel Action:	<input type="checkbox"/> Voluntary Transfer	<input type="checkbox"/> Voluntary Demotion	<input type="checkbox"/> Promotion		
	<b>FROM:</b>	<b>TO:</b>		<b>FROM:</b>	<b>TO:</b>
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 C: EMPLOYEE AGREEMENT

*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.*

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Appointing Authority/Designee  
Receiving Agency

\_\_\_\_\_  
Date