



STATECIVILSERVICE

JOB AIDS AND RESOURCES
Template – Demotion Letter
(Assumes hand delivery)

NOTE: Notice of proposed action/opportunity to respond must precede this letter. (Rule 12.7)

February 4, 2013

Dear Employee:

By letter dated January 22, 2013, I advised you that I proposed to take disciplinary action against you for failing to complete your work timely and gave you an opportunity to respond. In your response received on January 30, 2013, you admitted that you did not complete your projects timely and explained that the work is too complex for you. Therefore, I am demoting you to a position with less complex work. Effective at 8:00 a.m. on February 5, 2013, you will be demoted from _____ 3 to _____ 2 and your pay will be reduced by 7%. The reason for your demotion is that you did not complete the following projects timely:

<u>Project</u>	<u>Due</u>	<u>Completed</u>
The 123 task	9/9/12	11/14/12
ABC file	10/14/12	12/15/12
DEF case	12/5/12	n/a
The Wiffle project	1/19/13	n/a

Because you did not complete your projects timely, this agency had to pay a \$400 late fee for the 123 task; ABC had to pay \$234.27 in interest; DEF has not been able to begin the improvements on his property; and we are paying overtime to get the Wiffle project finished.

You have the right to appeal this action to the State Civil Service Commission within 30 calendar days following the date you receive this notice. The appeal procedure is contained in Chapter 13 of the Civil Service Rules, which is available from the Department of State Civil Service or your Human Resource office.

Sincerely,

Appointing Authority



Hand delivered to employee on _____, 20____, at _____ .m.

Deliverer's signature

Employee's signature

NOTE: If Employee will not sign for the letter, Deliverer should so state.