

## **Instructions for DCFS HR-07, Voluntary Demotion (Revised 8/2012)**

### **Purpose:**

The form is used to indicate an employee's voluntary agreement to a demotion from one classified position to a different classified position and to indicate whether or not a reduction in pay will occur with the action.

### **Preparation:**

Hiring supervisor/manager completes the "Employee Statement of Understanding" section of the HR-07 form and obtains the employee's signature and date. If no reduction in pay is being recommended, then the Hiring Supervisor/Manager must also check the appropriate option in the "Completed by Hiring Supervisor/Manager" section and sign/date form. If the "None" option is selected, then the Hiring Supervisor/Manager and Appointing Authority must submit a request for exception to the DCFS Secretary via memorandum or e-mail. The signed HR-07 form, and if applicable the approved exception request signed by the DCFS Secretary, is attached to the HR-2 Recommendation for Personnel Action form that is completed for the action.

### **Disposition:**

Completed HR-07 along with HR-02 for the action, and if applicable the exception approved by the DCFS Secretary, are filed in the employee's personnel record maintained by the State Office Human Resources Section.