

CIVIL SERVICE REASON CODES FOR DEMOTIONS

- A. **REQUEST REASON CODE** – This field is required for all Demotion transactions. Valid Request Reason Codes and entry criteria are as follows:

- 002 – **Voluntary Pending Examination**

New APPT TYPE must be PAOC or PAQ

EXAMPLE: An employee voluntarily demotes to a title requiring an examination, such as an open competitive exam (PAOC) or a qualifying exam (PAQ).

- 003 – **Voluntary Demotion with RA Status and Working Test Period**

New APPT TYPE must be RAN, RAO, or RAQ. A working test period is required.

EXAMPLE: An employee voluntarily demotes to a title from an open competitive list (RAO), or to a non-competitive title (RAN), or after having passed a qualifying exam (RAQ).

- 004 – **Voluntary Demotion from Reemployment List**

New APPT TYPE must be RAR or RAS

EXAMPLE: An employee is appointed to a title with a lower class code from a regular reemployment list (RAR) or a special reemployment list (RAS).

- 005 – **Voluntary Demotion and Appointment to Prior Title**

New APPT TYPE must be RAT

EXAMPLE: An employee who has RA status in a title with higher education and experience requirements voluntarily demotes to a prior held *unrelated* title (RAT).

- 006 – **Voluntary Demotion to a Comparable Title with Permanent Status**

New APPT TYPE must be RAT

EXAMPLE: An employee, who has RA status in a title with a higher class code, voluntarily demotes to an *in-series* title or a *related* title (usually a title right).

- 007 – **Demotion Due to Disciplinary Action**

New APPT TYPE must be PAQ, RAQ, RAN, RAT, or TA

EXAMPLE: An employee is demoted to a title with less education and experience requirements as a result of a disciplinary action.

Ø **NOTE:** This reason code may only be used if a prior Disciplinary action (Transaction Code 14) has been entered and approved.

- 008 - **Layoff "Title Rights" Demotion NJAC 4A:8-2.1(B)**

New APPT TYPE must be RAT

EXAMPLE: As a result of a reduction in force, an employee is appointed to a primary title right with less education and experience requirements.

- 009 - **Demotion Due to Failed Working Test Period**

The employee must currently be serving in a working test period.

Ø NOTE: An employee who received a regular appointment to a title with higher education and experience requirements and fails the working test period is entitled to return to his/her permanent title.

- 013 - **Voluntary Demotion as an Alternative to Layoff 4A:8-1.2(C)4**

New APPT TYPE must be RAT or TA

EXAMPLE: This action may be taken to lessen or avoid the possibility of a layoff. Employee participation is voluntary.

- 014 - **Layoff Demotion to Prior Held Title 4A:8-2.2(F)**

EXAMPLE: As a result of a reduction in force, an employee is appointed to a prior-held title (RAT).

- 016 - **Layoff Demotion – Non-Title Right Option**

EXAMPLE: As a result of a reduction in force, an employee accepts a demotion to an unrelated vacant title for which he/she meets the qualifications. There are no titles rights or prior-held positions available.

- 021 - **Decrease in Base Salary**

EXAMPLE: A jurisdiction's legislators authorize a change in the salary range of a particular title, resulting in a decrease in the base salary of the title.

- 022 - **Return to Permanent Title**

Current APPT TYPE must be PAP, PAOC, TA, or IA

New APPT TYPE must be RAT

EXAMPLE: An employee serving PAP does not pass the promotional exam, and is returned to their permanent title; or an employee was affected by a layoff.