

**SUBJECT: PROCEDURES FOR DEMOTIONS AND
PERMANENT SEPARATION OF
EMPLOYMENT FOR NON-
INSTRUCTIONAL EMPLOYEES**

GENERAL:

The purpose of this bulletin is to outline the procedures for Demotions and Permanent Separation of Employment for Non-Instructional employees

A. PROCEDURES FOR DEMOTIONS

1. To initiate the reassignment of a demoted employee, the receiving work location must enter the proper position number on the reassignment/transfer ZPAF

B. PROCEDURES FOR TERMINATION OF EMPLOYMENT

1. Permanent separation exists when an employee is recommended never to be re-employed with the District.
2. Written notification from the sending location (Risk Management, SIU, Employee Relations, Principal or District Department Director) responsible for the recommendation is to be sent to:
 - Employee's supervisor/work location
 - Appropriate staffing department
 - Personnel Records
 - HRIS
 - Payroll Department
 - Other individuals as deemed necessary
3. The current/last work location must immediately enter the proper termination code for employees terminated for cause.
 - Enter on the termination ZPAF action reason 09 for termination for cause resulting from an SIU investigation or a MOU developed via Employee Relations.
 - Complete the Stop Payment Action in SAP and contact the Payroll Department to lock the employee's record.
4. Employees terminated from Workers' Compensation Leave based on a settlement requires that Risk Management forward correspondence to HRIS requesting the employee be removed from Workers' Compensation Leave (Code 7, 10, or 12) and HRIS enters termination/transfer code 62. (No ZPAF is necessary as employee is already on a non-recurring salary leave.)