**Change in FTE**

Before a change in FTE (working hours) can be approved for a State Classified position, a memo must be provided to HRS Records.

Sample:

I, [name], voluntarily accept an FTE [increase/decrease] from [current FTE] hours per week to [proposed FTE] hours per week, effective [date].

[Employee Signature]

**Demotion or Decrease in Salary**

Before a demotion or decrease in salary can be approved for a State Classified position, a memo must be provided to HRS Records.

Sample:

I, [name], voluntarily accept a [position title] position in [department name], effective [date]. I understand this is a demotion in job title from my current [current position title] position, and that my salary will be [new salary] per year.

[Employee Signature]