**Appendix M**

**Final Notice of Disciplinary Action**

**(For Use in Non-Civil Service Jurisdictions Only)**

|  |  |  |  |
| --- | --- | --- | --- |
| **FROM** | Employing Agency Name | Address & Phone Number | Case ID # |
| **TO** | Employee Name | Title | Date |

On\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ you were served with a Preliminary Notice of Disciplinary Action and notified of the pending disciplinary action.

 You requested a hearing which was held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 You did not request a hearing

 You requested a hearing and did not appear at the designated time and place

|  |  |
| --- | --- |
| Sustained Charges:*If checked, charges are continued on attached page.* | Incident(s) giving rise to the charge(s) and the date(s) on which it/they occurred*If checked, incidents are continued on attached page.*  |

**The following disciplinary action has been taken against you:**

 Suspension for \_\_\_\_\_\_\_\_\_\_ working days, beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and ending \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Indefinite suspension pending criminal charges effective (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Removal, effective (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Demotion to position of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ effective (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Resignation not in good standing, effective (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other Disciplinary Action\_\_\_\_\_\_\_\_\_\_

 Fine \_\_\_\_\_\_\_\_ which is equal to \_\_\_\_\_\_\_\_\_ (number of working days)

Appointing authority or authorized agent’s signature and title.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This form must be personally served on the employee or sent by certified or registered mail**.

 Certified or Registered Mail Receipt number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of Server \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of person service \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby acknowledge service of the within charges

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_