Appendix M

Final Notice of Disciplinary Action (For Use in Non-Civil Service Jurisdictions Only)

FROM	Employing Agency Name	Address	s & Phone Number	Case ID #			
ТО	Employee Name	Title		Date			
Ondisciplinary	you were served with action.	a Preliminar	y Notice of Disciplinary Action a	and notified of the pending			
Yo	u requested a hearing which was	held on					
Yo	You did not request a hearing						
Yo	u requested a hearing and did not	t appear at th	ne designated time and place				
Sustained	Charges:		Incident(s) giving rise to the charge(s) and the date(s) on which it/they occurred				
If checked,	charges are continued on attached pa	age.	If checked, incidents are continued on attached page.				
The followi	ng disciplinary action has been	taken agair	nst vou:				
	e 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)						
Re	Resignation not in good standing, effective (date) Other Disciplinary Action						
Fin	ne which is equal to _	(r	number of working days)				
Appointing a	authority or authorized agent's sig	nature and ti	tle.				
Signature _		Title	e				

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 hereb	y acknowledge service of the within charges				
Signati	ure	Date:			
Print N	ame				