

**State of Maryland
Department of Budget and Management
Office of Personnel Services and Benefits
301 West Preston Street
Baltimore, Maryland 21201**

NOTICE OF DISCIPLINARY ACTION

To Employee: You or your representative may appeal this disciplinary action to the Cabinet Secretary of your department (if your agency is not headed by a Cabinet Secretary, appeal must be made to the agency head). The appeal **must** be in writing and filed within 15 calendar days after your receipt of this written notice. Md. Code, State Personnel and Pensions Art. ("SPP"), § 11-109(c). Should you file a timely appeal, your Cabinet Secretary or agency head shall issue to you a written decision on your appeal within 15 days of its receipt (SPP § 11-109(e)); however, the failure of your Cabinet Secretary or agency head to issue a written decision within 15 days constitutes a denial of your appeal. SPP§ 11-108(b). Unless that decision is the final administrative decision, within 10 days of a denial you may appeal to the next level of the disciplinary process, where you will have the opportunity to have a hearing on your appeal if it is not resolved. SPP§ 11-110.

To Agency: **COMPLETE IN DUPLICATE.** Give one copy to the employee; and retain one copy for your files. Do not send copy to Department of Budget and Management.
This action must be processed via the DBM Office of Personnel Services and Benefits electronic Statewide Personnel System (SPS).

Name of Employee

Classification

SPS Employee ID No.

Check appropriate box and complete:

Pursuant to Title 11, Subtitle 1 of the State Personnel and Pensions Article,, and COMAR 17.04.05.04, the above referenced employee:

- is reprimanded.
 forfeits _____ Annual Leave days.
 is suspended without pay for _____ work days from _____ through _____.
 is denied an annual pay increase effective _____.
 is demoted to _____ at _____, effective _____.
(Classification) (Salary Level)

DATE OF INCIDENT THAT PROMPTS THIS DISCIPLINE: _____.

DATE WHEN INCIDENT WAS DISCUSSED WITH THE EMPLOYEE: _____.

Explain what the employee did that merits disciplinary action (state the facts): (Attach pages as necessary)

Cite the law(s), regulation(s), or policy(ies) violated:

Copy to Employee: _____ In Person Mailed to: _____
(Date) _____

(Date)

(Name of Department)

(Name and Signature of Appointing Authority)