

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.

To Agency: **COMPLETE IN DUPLICATE.** Give one copy to the employee; and retain one copy for your files. Please 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:

- 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: _____

REASON FOR DISCIPLINE: (Explain in full) Attach pages as necessary.

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

(Date) (Name of Department) (Name and Signature of Appointing Authority)