

STATE OF MARYLAND
DEPARTMENT OF BUDGET & MANAGEMENT
OFFICE OF PERSONNEL SERVICES AND BENEFITS
301 WEST PRESTON STREET
BALTIMORE, MD 21201

UNSATISFACTORY REPORT OF SERVICE

EMPLOYEE NAME: _____
(Last) (First) (Middle) (SPS Employee ID No.)

CLASSIFICATION: _____

SEPARATED FROM: _____
(Name of Principal Unit) (Appropriation Code)

SEPARATION WAS (CHECK AS APPROPRIATE):

- Resignation Resignation Without Proper Notice Resignation in Lieu of Termination
 Termination Without Prejudice Termination With Prejudice Other:

EFFECTIVE DATE OF SEPARATION: _____
(mm/dd/yy)

Explain the need for this unsatisfactory report:

Copy to employee: _____
(Date) (mm/dd/yy) Copy delivered in person
 Copy mailed to: _____

REPORT FILED BY: _____
(Appointing Authority) (Title) (Date)

APPEAL RIGHTS: An employee may submit a written request to change an unsatisfactory report to the Department of Budget and Management, 301 West Preston Street, Baltimore, Maryland 21201, within 30 calendar days of receipt. The Secretary of Budget and Management or the Secretary's designee may modify or correct any inaccurate or incomplete information on the unsatisfactory report. Only the appointing authority or the head of the principal unit who filed the report shall have the authority to rescind the report.

DEPARTMENT OF BUDGET AND MANAGEMENT USE ONLY

ACTION: _____ **DATE OF ACTION:** _____ **EXPIRATION DATE:** _____