

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.

FOR ACTIONS MARKED WITH AN ASTERISK (*), submit a MS-310 processing form to the Department of Budget and Management's Office of Personnel Services and Benefits, Personnel Transactions Unit.

Name of Employee

Classification

Social Security 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)