

**Disciplinary Suspension Notification**

Date of Issuance:       Department:

Employee Name:       Empl. ID:

Job Title:       Date this occurrence becomes inactive:

In accordance with Salisbury University progressive disciplinary policy, this is to notify you that you have been suspended from your employment, without pay, for a period of       working day(s) from       through      , with an expected return to work date of      .

Date of incident for which suspension is given:

The type of offense [ ]  Group 1 [ ]  Group 2 [ ]  Group 3 [ ]  Group 4 [ ]  MD State A&D

The reason for this action is as follows:

Detailed Explanation (or see attached documentation):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept. Head or Designee Signature and Date HR AVP or Designee Signature and Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Dept. Head or Designee Employee Signature\* and Date

\*Your signature is intended only to acknowledge receipt of the notice; it does not imply agreement or disagreement with the notice itself. If you refuse to sign, someone in a supervisory position will be asked to initial the form indicating that you received a copy of the form.

Copy to employee: \_\_\_\_ in person \_\_\_\_ mailed to address on file

Please be advised those future occasions which result in progressive disciplinary action could result in more severe disciplinary action, up to and including termination.

Within five (5) working days after the event giving rise to the grievance, or within five (5) calendar days of the time the employee should reasonably become aware of its occurrence, the aggrieved employee or the employee’s designated representative may file a written and signed grievance with the Human Resources Office using the designated grievance form available on the Human Resources website.

Additionally, you are hereby notified that University System of Maryland provides confidential services to help employees who face personal matters that adversely affect their lives and job performance. The Employee Assistance Program (EAP) is provided through ComPsych (GuidanceResources) and can be accessed by calling 855.410.7628 or online at guidanceresources.com and follow the log in instructions on the Human Resources website.