



STATECIVILSERVICE

**JOB AIDS AND RESOURCES**  
Template – Reduction in Pay Letter  
(Assumes delivery by mail)

**NOTE: Notice of proposed action/opportunity to respond must precede this letter. (Rule 12.7)**

February 21, 2013

Dear Employee:

By letter dated January 25, 2013, I advised you that I proposed to dismiss you and gave you given an opportunity to respond. In your response received on February 14, 2013, you admit that you failed to complete the outgoing shift report concerning the injury, but denied the remainder of the charges. You also suggested that I talk to Peer 1, Peer 2 and Resident 3228's mother. After considering your response and talking to the people you suggested, I have concluded that your conduct does not warrant dismissal but rather a less severe action. Therefore, beginning at 7:00 a.m., on March 1, 2013, your pay will be reduced from \$\_\_\_\_\_ to \$\_\_\_\_\_per month for a period of \_\_\_\_\_ months. Thereafter, your pay will be restored to its current rate. The reason for this action is that you have violated Employee Rule 16-4, which requires the person in charge of a shift to complete a report concerning each resident with an observable injury. Details follow. Because the law protects the resident's identity, I refer to her by number. Attached to your copy of this letter is a list that identifies this resident.

On January 10, 2013, you were in charge of the 7:00 a.m. to 3:00 p.m. shift on Serenity Unit; the incoming shift supervisor was Pat Supervisor. On January 10, 2013, Supervisor reported for work at 3:00 p.m. and discovered that Resident 5987 had a 3-inch cut on her forehead but you had made no entry about the injury on the outgoing shift report. Rule 16-4 requires an entry on the outgoing shift report to ensure that the resident has received prompt medical attention, to alert the oncoming shift to the injury and its treatment, and to insure that the agency can promptly investigate any suspected abuse. For these reasons, it is imperative that you follow this rule in the future.

You have the right to appeal this action to the State Civil Service Commission within 30 calendar days following the date you receive this notice. The appeal procedure is contained in Chapter 13 of the Civil Service Rules, which is available from the Department of State Civil Service or your Human Resource office.

Sincerely,

Appointing Authority

Attachment: List identifying resident (employee's copy only)

Resident 5987 is Melanie Maloney.