



STATECIVILSERVICE

## JOB AIDS AND RESOURCES

### Template – Removal under Rule 12.6(a)4

*(Assumes hand delivery)*

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

January 28, 2013

Dear Employee:

You currently work full-time as a \_\_\_\_\_ for the Department of \_\_\_\_\_ as well as part-time as a \_\_\_\_\_ for this agency. This multiple employment requires this agency to pay you time and one-half for each hour worked on your part-time job. I discussed this problem with you on January 18, 2013, and offered you the opportunity to resign from one of the jobs. You refused to do so and you did not respond to the notice of proposed action.

You will be removed from your part-time position with this agency effective at 4:30 p.m. January 29, 2013. This action is taken under Civil Service Rule 12.6(a)4, which is a non-disciplinary removal that does not disqualify you from certain re-employment eligibilities and rights.

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

.....  
Hand delivered to employee on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ .m.

\_\_\_\_\_  
Deliverer's signature

\_\_\_\_\_  
Employee's signature

**NOTE:** If Employee will not sign for the letter, Deliverer should so state.