



FORWARD ONE COPY TO THE ASSISTANT VICE PRESIDENT OF UNIVERSITY HUMAN RESOURCES AND ONE COPY TO THE EMPLOYEE. KEEP ONE COPY FOR DEPARTMENTAL FILES. (SEE PAGE TWO FOR INSTRUCTIONS.)

TO: Assistant Vice President of University Human Resources, University of Maryland, College Park

FROM:

1. Re: _____ is
(Name, UID, and Classification of Employee)

suspended without pay for disciplinary purposes for a period of _____
work days from _____ to _____ both inclusive for the following
reasons: _____

Date of incident for which suspension indicated: _____

2. Date: _____ Department: _____
Signature of Department Head: _____

3. CERTIFICATION OF EMPLOYEE:

The reason(s) for this disciplinary suspension have been explained to me. I understand that my signature does not imply agreement or disagreement with this action.

Date Employee's Signature

4. If, for any reason, the employee has not signed this document (3. above), please explain: _____



INSTRUCTIONS

1. **IMPLEMENTATION** – All suspensions of employees must be implemented within 3 work days of the alleged infraction or knowledge of the alleged infraction by the responsible supervisor or administrator.
2. The department head or chairperson may implement a disciplinary suspension for misconduct, negligence, inefficiency, insubordination, disloyalty, or any reason satisfactory to the campus Assistant Vice President of University Human Resources. In each case, regardless of the period of the disciplinary suspension, the Department Head or Chairperson shall inform the employee in writing of the reasons for and duration of the suspension. The notice of suspension shall be given to the suspended employee or mailed to the employee's last known address. A copy of the notice shall be forwarded to the campus Director of University Human Resources. Disciplinary suspensions and appeals of suspensions shall be in accordance with the provisions of appropriate personnel policy. The Staff Relations office of University Human Resources, extension 5-0001, is available for any necessary consultation by the department administrator or employee.