**SAMPLE LETTER OF DISCIPLINARY SUSPENSION WITHOUT PAY**

(Date)

(Employee’s name/address) Dear :

Effective , you are being suspended without pay for workdays. You will be expected to return to work on .

This action is being taken as a result of your violation of the work rule(s) of this department regarding

 , which state(s): *(Insert applicable work rule(s).)*

On , you were counseled for ; on , you received a written reprimand for ; and on , you were suspended for .

This suspension should serve as a strong warning that your conduct will continue to be monitored and that another incident will result in more severe disciplinary action, up to and including discharge.

You may file a grievance per Iowa Administrative Code chapter 11--61if you feel this action was not taken for just cause.

# (NOTE: The DAS-HRE administrative rules require that the following language from Iowa Administrative Code subrule 11—61.2(6) be included verbatim on discipline notices for suspension, reduction of pay within the same pay grade, disciplinary demotion or discharge):

**61.2(6)** *Appeal of disciplinary actions.* Any non-temporary employee covered by merit system provisions who is suspended, reduced in pay within the same pay grade, disciplinarily demoted, or discharged, except during the employee’s period of probationary status, may bypass steps one and two of the grievance procedure provided for in rule 11—61.1(8A) and may file an appeal in writing to the director for a review of the action within 7 calendar days after the effective date of the action. The appeal shall be on the forms prescribed by the director. The director shall affirm, modify or reverse the action and shall give a written decision to the employee within 30 calendar days after the receipt of the appeal. The time may be extended by mutual agreement of the parties. I f not satisfied with the decision of the director, the employee may request an appeal hearing before the public employment relations board as provided in subrule 11--61.2(5)**.**

Supervisor’s Signature

Pursuant to Iowa Code Section 22.7(11)(a)(5) and 22.15, this document may become a public record. I have read this letter and I have received a copy.

Date of Receipt Employee’s Signature

cc: Personnel Officer

 Human Resources Associate

Employee file