**SAMPLE LETTER OF PAPER SUSPENSION**

(Date)

(Employee’s name/address)

Dear :

This is to advise you that the investigation into your alleged violation of the department work rules has been concluded. The investigation determined that your conduct violated work rule(s) when you (or by your)

. As a result of this infraction, you are hereby subject to this written notice of alternative discipline in lieu of a suspension without pay. While this action does not reduce your pay, seniority, or other benefits, it does carry the same weight as if you had been subject to a day suspension.

This is the (first, second, third, etc.) violation of the cited work rule. On previous occasions, you have been disciplined as follows:

It is imperative that you understand that your failure to follow the department’s work rules and policies is a serious matter. 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