

DISCHARGE, SUSPENSION OR INVOLUNTARY DEMOTION FORM

Please enter the requested information directly into the form and provide a copy to the employee once completed and signed.

Employee Name:	Employee ID:
Job Title:	Job Code:
Department:	
Is this employee a Veteran? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
Has this employee passed probation? <input type="checkbox"/> Yes <input type="checkbox"/> No	

NATURE OF ACTION:

Discharge: **Effective Date:** **At** a.m. p.m.

Probationary Release: **Effective Date:** **At** a.m. p.m.

Suspension without pay:

Total Working Days (or hours):

Beginning on: **Ending on:**

Demotion:

Permanent – Effective Date:

Temporary – Beginning on: **Ending on:**

Demoted to:

Job Title: **Job Code:** **at the following hourly rate of pay or annual salary: \$**

REASON(S) FOR THIS ACTION: *(Check applicable boxes below and attach Letter of Determination that includes specific violations)*

Violation of [Civil Service Commission Rule 11.03](#) – Subdivision:

A. Substandard Performance

B. Misconduct

Violation of the Department Rule(s), Law(s), Ordinance(s), or Regulation(s)

NOTICE TO CLASSIFIED EMPLOYEES OF LEGAL RIGHTS

DISCHARGE AND PROBATIONARY RELEASE AND SUSPENSION AND INVOLUNTARY DEMOTION

Probationary Employees – Employees, including veterans separated from the United States military service under honorable conditions, who have not passed an initial hiring probationary period do not have a right to a hearing before the Civil Service Commission (CSC).

Veteran Employees (Permanent) - Employees holding permanent positions with the City or Park Board of Minneapolis, and who are veterans separated from the United States military service under honorable conditions and who have passed an initial hiring probationary period, have a right to a hearing prior to discharge from employment or involuntary demotion. Temporary employees who are veterans do not have a right to a hearing.

Permanent Non-Veteran Employees have a right to a hearing by the CSC upon written request. Non-veterans who have passed probation are permanent employees.

Disciplinary Suspension or Demotion - Employees may be suspended without pay for disciplinary reasons for periods not to exceed 90 calendar days. Suspensions of 31 to 90 calendar days may be appealed by the employee to the CSC.

Employees may be demoted for disciplinary reasons and/or for substandard performance, either temporarily (up to 180 days) or permanently. Permanent employees may appeal any permanent demotion and/or salary decrease.



DISCHARGE, SUSPENSION OR INVOLUNTARY DEMOTION FORM

NOTICE TO CLASSIFIED EMPLOYEES OF LEGAL RIGHTS continued

REQUESTING A HEARING

IMPORTANT: The employee should refer to the Civil Service Rules and/or the appropriate labor contract to determine what, if any, appeal rights he or she may have. The employee may choose whether to appeal this action through the Civil Service Commission or through processes available through a labor contract, but may not appeal through both.

Requesting a Hearing: Non-Veterans - A written request for hearing must be postmarked or received by the Civil Service Commission within 15 calendar days from the date disciplinary action was provided to the employee. The 15 days are counted from the first day after the notice was provided to the employee. If the 15th day falls on a Saturday, Sunday, or legal holiday, the request must be served on or before the following business day. The date of postmark must be within that 15-day period. The request for a hearing may be accompanied by the employee's statement of his or her version of the case.

Requesting a Hearing: Veterans - A written request for hearing must be received by the Civil Service Commission within 30 calendar days of receipt by the employee of the notice of intent to discharge. The 30 days are counted from the first day after receipt of the notice by the employee. If the 30th day falls on a Saturday, Sunday, or legal holiday, the request must be served on or before the following business day. The request for a hearing may be accompanied by the employee's statement of his or her version of the case. A failure to request a hearing within the provided 30 day calendar period constitutes a waiver of the right to a hearing.

ALL REQUESTS FOR A HEARING AND APPEALS MUST BE MAILED WITHIN THE REQUIRED TIMELINES TO:

**Minneapolis Human Resources Department/Civil Service Commission
250 South 4th Street, Room 100
Minneapolis, MN 55415**

NOTIFICATION TO EMPLOYEE:

The employee was given an opportunity to respond to the written charges at a pre-determination meeting held on: Date: _____

The employee failed to appear at the pre-determination meeting.

A copy of this form and relevant accompanying information was given to the employee on _____.

A copy of this form and relevant accompanying information was sent by US mail, to the employee's address of record provided by employee.

Signature of Department Head: _____
Date: _____

Signature of Person Mailing/Delivering Notice: _____
Date: _____

Entered into COMET-HR by: _____	Date: _____
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