



STATECIVILSERVICE

**JOB AIDS AND RESOURCES**  
Template – Proposed Dismissal  
*(Assumes delivery by mail)*

January 25, 2013

Employee  
3456 Most Recent Address Furnished to ISIS-HR, PeopleSoft or the HR Office  
Baton Rouge, LA 70800

Dear Employee:

I propose to dismiss you from state service for resident abuse and for failing to properly complete outgoing shift reports. Details follow. Because the law protects the residents' identities, I am referring to them by resident numbers. Attached to your copy of this letter is a list that identifies these residents.

On January 10, 2013, you were in charge of the 7:00 a.m. to 3:00 p.m. shift on Serenity Unit; the incoming shift supervisor was Pat Supervisor. On January 10, 2013, Pat Supervisor reported for work at 3:00 p.m. and discovered that Resident 5987 had a 3-inch cut on her forehead and that your outgoing shift report failed to mention this injury, in violation of Employee Rule 16-4. Resident 5987 said Resident 3228 hit her with a ruler during lunchtime on January 10, 2013. Resident 5987 also said she heard you tell Resident 3228 to hit her. I have statements from Supervisor and Resident 5987 and Resident 3228 to support these charges. Copies of the statements are attached.

You have the right to respond, in writing, to this proposed action and to explain why I should not dismiss you or why I should take a less severe action. Your response is due by 4:00 p.m. on \_\_\_\_\_, 2013, and may be mailed to \_\_\_\_\_, faxed to \_\_\_\_\_, or emailed to \_\_\_\_\_. After I have considered your response, I will advise you in writing what action I will take, if any.

Sincerely,

Appointing Authority

Attachments:

- List identifying residents
- Statements referred to in letter

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Attachment - for employee only

Resident 5987 is Melanie Maloney.  
Resident 3228 is Steve Sheffield.