



STATE CIVIL SERVICE

JOB AIDS AND RESOURCES

Template – Proposed Removal under
Rule 12.6(a)3
(Assumes hand delivery)

January 18, 2013

Dear Employee:

I propose to remove you from your position because you no longer meet the minimum qualifications for your job. You are employed as a Vehicle Operator. The minimum qualifications for this job include "possession of a Class A vehicle operator's license." On January 11, 2013, your Class A vehicle operator's license was revoked for driving while intoxicated and you cannot reapply for another license for two years. A copy of the revocation order is attached.

I propose to take this action under Civil Service Rule 12.6(a)3, which is a non-disciplinary removal that does not disqualify you from certain re-employment eligibilities and rights. A copy of Rule 12.6 is attached.

You have the right to respond, in writing, to this proposed action and to explain why I should not remove you or why I should take some other action. Your response is due by 4:30 p.m. on _____, 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:

- Revocation order
- Rule 12.6



Hand delivered to employee on _____, 20____, at _____ .m.

Deliverer's signature

Employee's signature

NOTE: If Employee will not sign for the letter, Deliverer should so state.