**STATE OF NEVADA**

**SPECIFICITY OF CHARGES**

|  |  |  |
| --- | --- | --- |
| Name:  | Employee ID#:  | Budget Account:  |
| Current Class:  | Grade: Step:  | Supervisor:  |
| Department:  | Division: Section:  | Date: Time:  |
| This is to inform you that you are alleged to have violated section 284.650 of the Nevada Administrative Code, as follows: |
| **Date(s)** | **Violation(s)** |
|  |  |

A recommendation has been made by: ,

Name Title

that it is in the best interest of the State of Nevada to take the following disciplinary action(s):

Proposed/Actual Effective Date:

 Signature *(Person recommending action)*

[ ]  In accordance with NAC 284.656, a pre-disciplinary review has been scheduled on your behalf to determine whether such action is warranted. Following the pre-disciplinary review and prior to the proposed effective date, you will be given a copy of the finding(s) and recommendation(s), if any, resulting from the pre-disciplinary review and be informed in writing of the appointing authority's decision regarding the recommended action(s).

[ ]  In accordance with paragraph 2(b) of NAC 284.6563, the **effective date of your discipline is immediate** as noted above. A pre-disciplinary review in accordance with NAC 284.656 will follow as soon as practicable after the effective date of your discipline.

**Note:** If you wish to request a hearing regarding your discipline, please be aware that pursuant to NRS 284.390, a request for hearing is deemed timely if it is postmarked within 10 working days after the **effective date of the disciplinary action.**

The pre-disciplinary review will be conducted by:

 at on\_\_\_\_\_\_\_\_\_\_\_

Name Title Time Date

at

Location *(Include complete address)*

Pursuant to NAC 284.656, the pre-disciplinary review process is an informal proceeding between you and the appointing authority or his or her designated representative. Witnesses are not permitted. Each party may be accompanied by a person of his or her choice. If a union representative is selected, the representative must be from your assigned bargaining unit’s exclusive representation. Please refer to NAC 284.656 or direct questions concerning this notice and the pre-disciplinary review process to the appointing authority, personnel officer, or other agency personnel familiar with the procedure. *(For information regarding the pre-disciplinary review process and your right to waive the pre-disciplinary review, you should refer to NAC 284.6561.)*

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 Signature of Appointing Authority or Designated Representative

**Signature of Employee:** I understand that by acknowledging receipt of this Specificity of Charges, I am neither admitting guilt nor giving up any appeal rights I may have under NRS 284.390.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Time\_\_\_\_\_\_\_

 Employee's Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Witness' Signature *(Required if employee refuses to sign)* Signature and Title *(Person serving this notice)*

**Copy: Division of Human Resource Management** – **Central Records Service Jacket; Department; Appointing Authority; Employee.** HR-41 (Rev. 11/20)