

**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.)*

 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.

 Employee's Signature Date _____ Time _____

 Witness' Signature (Required if employee refuses to sign)

 Signature and Title (Person serving this notice)