Attachment J, D0J 3.22

SUSPENSION WITH PAY/MISCONDUCT SAMPLE LETTER

Date.

Employee Name Social Security # Employee Address

Dear Employee Name:

This is to inform you that you have been placed on suspension with pay effective <u>DAY</u> <u>AND DATE</u>, pending investigation of alleged misconduct. This action is made pursuant to the provisions of Department of Juvenile Justice Disciplinary Actions policy.

While you are in suspension with pay status, you will not enter **any** Department work unit, office, or other facility. During the period of 8:00 a.m. through 4:30 p.m., Monday through Friday, you must remain at your residence where you can be contacted by telephone should the need arise. Each morning, during the hours of <u>(SPECIFIC TIME</u> <u>PERIOD)</u>, you must contact either <u>(NAME AND TITLE)</u> or <u>(NAME AND TITLE)</u> by telephone at the following telephone number(s): <u>(PHONE #S)</u>.

Your failure to strictly comply with these requirements may result in additional disciplinary actions being taken against you.

Sincerely,

DEPUTY COMMISSIONER, OFFICE DIRECTOR, OR DESIGNEE (NAME AND TITLE)

cc: Director of the Office of Human Resources

July 20001

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101 Sample Write-Ups for Documenting Employee Performance Problems Paul Falcone, 2010-03-24 Whether you re addressing an initial infraction or handling termination worthy transgressions you need to be 100 percent confident that every employee encounter is clear fair and most importantly legal Thankfully HR expert Paul Falcone has provided this wide ranging resource that explains in detail the disciplinary process and provides ready to use documents that eliminate stress and second guessing about what to do and say Revised to reflect the latest developments in employment law the third edition of 101 Sample Write Ups for Documenting Employee Performance Problems includes expertly crafted easily customizable write ups that address sexual harassment absenteeism insubordination drug or alcohol abuse substandard work email and phone misuse teamwork issues managerial misconduct confidentiality breaches social media abuse and more With each sample document also including a performance improvement plan outcomes and consequences and a section of employee rebuttal it s easy to see why over 100 000 copies have already been sold making life for managers and HR personnel significantly easier when it comes to addressing employee performance issues **Stand Up For Yourself Without Getting** Fired Donna Ballman, 2012-09-21 Take a deep breath and learn how to deal with a bad work situation Like having an employment attorney on call It s exactly what employees need Alison Green author of Ask A Manager USA Best Book Award Winner Hate your job Ready to guit Facing a layoff before you even have a chance to guit Is your boss is a flaming jerk Think you might have a lawsuit If any of these scenarios apply to you you are facing a crucial career moment and mistakes and misinformation will cost you dearly In Stand Up for Yourself Without Getting Fired celebrated attorney Donna Ballman provides winning answers to these and many more tough questions such as I think they re getting ready to lay me off What can I do My boss is creating a hostile environment Can I sue What does it mean if I sign a paper saying I m an independent contractor and not an employee Am I exempt from overtime Whether you re a recent college grad or an almost retiree newly employed or laid off after twenty years gay or straight single or married with kids janitor or CEO Stand Up for Yourself Without Getting Fired will give you the specific and relevant advice you need to face any career threatening situation and come out ahead The AMA Handbook of Business Letters Jeffrey L. Seglin, Edward Coleman, 2002 This book CD ROM reference for professionals teaches letter writing basics and offers style and grammar guidelines along with some 365 sample letters for sales marketing and public relations vendor and supplier issues credit and collections transmittal and confirmation personnel matters and every other business situation Appendices list frequently misused words punctuation guidelines abbreviations and telephone and online grammar hotlines The CD ROM contains all of the sample letters from the book which can be customized for immediate use Seglin teaches magazine publishing in the graduate department of writing literature and publishing at Emerson College Annotation copyrighted by Book News Inc Portland OR AMA Handbook of **Business Letters** Jeffrey Seglin, Edward Coleman, 2012-07-15 Though the fundamentals of letter writing have remained the

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Performance ,1998 *Discipline is Not a Dirty Word* D. Keith Baker, 1974 **Termination of School Employees**,1997 **The Guide to Processing Personnel Actions**, 1995 HR Policies on Employee Separation in PSUs in India DR. M. K. RAVI, This book addresses human resource management in PSUs The aim was to explore the Human Resource Policies of the employee separation of employees in PSUs in India The book consists of a compilation of six chapters and an extended summary The study in the book is based on a combination of multiple comparative and single case studies of PSUs in India The core studies were conducted by the author at 29 PSUs in 40 Cities of 18 States The results indicate central challenges regarding HR Policies on employee separation by Termination Suspension Dismissal Retirement Voluntary Retirement Scheme Layoff Resignations Non Promotion Physical Disability besides other policies The increased responsibility and pressured work environment for PSU s employees workers This study was aimed at identifying certain variables related to HR policies on employee separation in PSUs in India The study determines the effect of HR policies on the satisfaction level of employees as well as legal compliances with the impact of gender experience age wise difference type of separation The population of the study was HR Directors General Managers HR Managers and employees working in PSUs in India There were 14100 male and female PSU employees who responded to the author The questionnaire instrument was used for data collection from various PSUs and the HR policies assessment was done The author used it after getting the formal permissions from the PSUs The study addressed the following specific objectives the first was to survey HR Policies of employees of PSUs the second was to study and determine the different types of HR Policies related to employee separation in PSUs in India and the third was to survey the behavior of employees towards Voluntary Non voluntary Separation The study specifically discussed the hypothesis of study mainly classified into seven hypothesis such as 1 HR Policies Related There was no significant difference of perception about HR Policies between PSU regular and separated employee 2 HR Policies and Discrimination Harassment related There was no significant difference of perception between regular and separated employees so far as HR Policies of PSU and Discrimination Harassment at PSU 3 Employee Separation related There was no significant difference between regular and separated employees about HR Policies and employee separation at PSU The author had used a comprehensive and stratified questionnaire distributed to about 15000 persons consisting of workers supervisors officials and managers of PSUs out of which only 14275 were received back duly filled the remaining didn t respond in spite of repeated visits The 175 questionnaires were rejected due to incomplete and wrong answers by respondents There were 14100 valid questionnaires that were found valid for the purpose of the study There were total three questionnaires which were 1 ESS1 What employees Say For regular and separated employees of PSUs 2 ESS2 What PSUs Says For Director Managers of HR Legal Dept of PSU 3 ESS3 What Govt Dept Says For Govt Dept of Public Enterprise The statistical tools used for analysis include Frequency Percentages Mean Standard Deviation S D T Test and Chi Square Test The author is sure that the study was a fact finding and pioneer and motivates and stimulates further researches in this field

I wrote this book especially for Director Human Resource Human Resource Managers which will certainly help them to understand the various legal aspects of HR Policies related to Employee Separation to enhance the productivity and efficiency of performance of employees in the organizations <u>GSA Contract Fraud Investigation</u> United States. Congress. Senate. Committee on Governmental Affairs. Subcommittee on Federal Spending Practices and Open Government, 1979

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