

STATE OF MAINE
DEPARTMENT OF PERSONNEL

October 9, 1979

PERSONNEL MEMORANDUM 28-79

TO: All Department/Agency Heads
SUBJECT: Personnel Form PER 29 AU (Rev. 9/79)

The Department of Personnel form NOTICE OF DISMISSAL/
SUSPENSION FROM STATE EMPLOYMENT (PER 29 AU) has been
revised to comply with collective bargaining agreements.
(See attached).

All information regarding the use of this form is now
printed on the front side.

Effective October 19, 1979, only PER 29 AU (Rev. 9/79)
will be used for notice of dismissal and suspension personnel
actions and Form 29 AU Rev. 12/1/55 will be obsolete.

This form will be available from Bureau of Purchases,
Central Warehouse, using requisition form BP 4. When sub-
mitting requisition, order in units of single copies.

JADINE R. O'BRIEN
COMMISSIONER

MAY BE REPRODUCED LOCALLY TO MEET DISTRIBUTION NEEDS

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NOTICE OF DISMISSAL/SUSPENSION FROM STATE EMPLOYMENT

NAME OF EMPLOYEE	CLASSIFICATION OR TITLE
DEPARTMENT	BUREAU/DIVISION

This is to inform you that it is the decision of your Department Head that you are hereby

DISMISSED, effective _____

SUSPENDED from _____ to _____

REASONS

(This area is intentionally left blank for the employee to provide reasons for the action.)

NOTICE TO DEPARTMENT HEAD

When taking disciplinary action involving an employee not covered by collective bargaining agreement, refer to

CHAPTER 12 of the PERSONNEL RULES

for proper procedures and advance notification requirements.

Refer to contract provisions when the action involves an employee covered by collective bargaining agreement.

In either case, the employee should be advised of appropriate rights and procedures.

NATURE OF AUTHORIZED OFFICIAL	TITLE	DATE
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DISTRIBUTION

1. Employee 2. Personnel Department 3. Departmental File 4. Bureau of Accounts and Control