

EXAMPLE/SUSPENSION WITHOUT PAY

(Date)
(Name of Employee)
(Address)

Re: Suspension Without Pay

Dear (Name of Employee)

This letter is to notify you that I am suspending you without pay for a period of ___ working days for the reasons stated below. Your suspension will begin on ___ at ___ and end on ___ at _____. In making this decision, I have considered your written response received on _____. This action is being taken under Merit Rules 455:10-11-14 and 15 which provide that a permanent classified employee may be suspended without pay for cause to wit: (list the applicable causes cited in Section II. item C.)

Statute, Rule, Policy, Practice or Procedure Violated

(Example)

OP-110215 entitled, "Rules Concerning the Individual Conduct of Employees"

VIII. Regulations Governing Activities and Relationships with Offenders and Ex-Offenders.

A. Definitions

1. Offenders will be defined as persons under the care, custody, or supervision of the Oklahoma Department of Corrections.
2. Ex-offenders are those persons who are within 180 days of the date following their discharge or termination from custody or supervision.

B. Prohibited Activities with Offenders and Ex-Offenders

2. Accepting or offering a gift, money, or any thing of value, directly or indirectly. This prohibition includes any member of the offender's family.
3. Giving, receiving, or loaning any money, or anything of value, for any purpose, without the written consent of the employee's supervisor. Hobby craft items may only be purchased in accordance with the correctional facility's local procedures.
9. Engaging in any other activity which constitutes or offers the opportunity for an abuse of the employee's position.

C. Prohibited Relationships with Offenders and Ex-Offenders

3. Engaging in any nonprofessional association, contact, or personal relationship with offenders, ex-offenders, or members of their families which compromises the employee's ability to effectively discharge the duties of his/her position

Description of Acts or Omissions Constituting Grounds for Suspension

(Example)

You engaged in an unprofessional, personal relationship with the family of offender John Doe #XXXXXX during his incarceration by writing letter to, and accepting a watch from, offender's mother Mrs. John Doe Sr. You engaged in prohibited activities and unprofessional conduct by giving offender Doe a pair of Nike athletic shoes and meeting with him while you were not on duty. Such conduct serves to jeopardize the security of the facility and undermine the department's mission to protect the public, the employees, and the offenders.

Prior Disciplinary Action

(Example)

On (date), you were issued a Letter of Concern for accepting a gift from an offender.

On (date), you were issued a Letter of Reprimand for placing telephone calls to an offender's family.

Right to Appeal

You have a right to file an appeal, within 20 calendar days of receipt of this letter, with the Merit Protection Commission located at 3545 N.W. 58th Street, Suite 360, Oklahoma City, OK, 73112. A copy of the commission appeal form is attached. The Merit Protection Commission requires that appeals be filed electronically through their website, www.ok.gov/okmpc. If you are unable to file electronically, you must contact the Commission in advance to request permission to proceed with a paper-only appeal.

Sincerely,

(Appointing Authority)

Employee Signature/Date

Distribution: Original to employee
Copy to personnel file
Copy to central Human Resources administrator
Attachment: MPC Appeal Form