

# Order of Removal, Reduction, Suspension, Fine, Involuntary Disability Separation

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This will notify you that you are;  removed;  suspended;  suspended (working);  fined;  
 involuntary disability separated;  reduced in pay, from your position of

and/or reduced to new position of

(if applicable)

effective \_\_\_\_\_  
(date)

The reason for this action is that you have been guilty of (List relevant R.C. 124.34 disciplinary offense(s)).  
*(Section not applicable for involuntary disability separation.)*

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## Specifically:

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Notice of pre-disciplinary/separation hearing given to employee: \_\_\_\_\_  
(date)

Pre-disciplinary/separation hearing held or waived: \_\_\_\_\_  
(date) \_\_\_\_\_

Employee allowed to meet with employer:  Yes  No

Order hand-delivered to employee:

(date, if hand-delivered)

If employee is suspended, list date

(date, if hand-delivered)

If employee is suspended, list dates of suspension:

Name and Title of Appointing Authority

**Signature and Date**