

SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES

Notice of Suspension Pending Investigation

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Original to OHR, copy 1 to employee, and copy 2 to the manager's administrative file.

Name:	Position Title:	Personnel Number:
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Division/Office:	Location:
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HR Director/designee Review:	Name:	Date:
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Department Director Notification:	Name:	Date:
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1. Reason(s) for suspension, nature and date(s) of offense(s) and that of prior counseling/reprimand(s), if any. (Continue on page 2 and/or separate pages, if necessary.):

NOTE: Suspension pending investigation is without pay. It is not, in and of itself, a disciplinary action; however, you may file a grievance. Should you wish to file a grievance, you must do so in accordance with DNR Grievance Policy and Procedure (701.04, IV. A.). Note: Employees in positions such as temporary, temporary grant, or time-limited employees do not have grievance rights.

2. Effective date of suspension:

3. Employee comments:

Type or print name of Deputy Director taking action:	Type or print name of supervisor presenting action:
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Signature of Deputy Director taking action:	Date:	Signature of supervisor presenting action:	Date:
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My signature indicates that I have received and understand this suspension notice, not necessarily that I agree with it.

Signature of employee suspended:	Signature of witness (if employee refuses to sign):	Date:
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Distribution:

- ___ Original - Office of Human Resources
- ___ Copy 1 - Employee
- ___ Copy 2 - Manager's administrative file

Attachment(s):

Grievance Policy - Applies to covered employees as defined in Policy 701.04, Grievance Policy and Procedure

SOUTH CAROLINA DEPARTMENT OF NATURAL RESOURCES
Notice of Suspension (continued)

Name:	Personnel Number:	Date:
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Other items continued from page 1 (if needed)

Instructions for notice of suspension pending investigation:

- ◆ Give the nature of the offense or offenses for which the suspension pending investigation is being issued.
- ◆ Show the initial effective date of the suspension pending investigation (Use block 2).
- ◆ Notify the employee of his or her right to file a grievance and provide a copy of the grievance policy. **(NOTE: The notification is printed in block 1.)**
- ◆ Have the employee sign at the time it is given. The signing of the form indicates that it has been received and understood (but not necessarily that the employee agrees with the disciplinary action taken).
If the employee refuses to sign, the supervisor will insert and initial the notation "Employee refused to sign" in the block for the signature of employee reprimanded. A witness should sign in the witness' signature block if the employee refuses to sign.
- ◆ ***Ensure the employee is provided a copy of the Policy 701.04, Grievance Policy and Procedure. Employees in positions such as temporary, temporary grant, or time-limited employees do not have grievance rights.***
- ◆ ***Prepare a Personnel Transaction Request Form (PTR), with attached documentation and forward through division channels to the Human Resources Director.***