Preliminary Notice of Disciplinary Action (31-A)

Civil Service Commission – State of New Jersey

Instructions for employer: This notice must be served on a permanent employee or an employee serving a working test period in the career service against whom one of the following types of disciplinary action is contemplated: (**a**) suspension or fine for more than five working days at any one time; (**b**) suspension or fine for five working days or less where the aggregate number of days suspended or fined in any one calendar year is 15 working days or more; (**c**) the last suspension or fine where an employee receives more than three suspensions or fines of five working days or less in a calendar year; (**d**) disciplinary demotion from a title in which the employee has permanent status or received a regular appointment; (**e**) removal; or (**f**) resignation not in good standing. A copy of this notice must be sent to the Civil Service Commission. Subsequent to the hearing by the appointing authority, the employee and the Civil Service Commission must be served with the Final Notice of Disciplinary Action.

FROM

Employing Agency Name	Address/ Phone Number	Date
Attorney representing your agency should this matter be appealed	Address/Phone number/Email address	

TO

Employee Name	Permanent Civil Service Title	Employee Identification Number
Address/ Phone Number		Pension Number

You are hereby notified that the following charge(s) have been made against you: *(If necessary, use additional sheets and attach)*

Charges:	**Incident(s) giving rise to the charge(s) and the date(s) on which it/they occurred:**
☐ *If checked, charges are continued on attached page.*	☐ *If checked, incidents are continued on attached page.*

☐ **You are hereby suspended effective** _____

(Check box to indicate if employee is suspended pending final disposition of the matter)

If you desire a departmental hearing before the appointing authority on the above charge(s), notify it within _____ *days of receipt of this form. If you request a hearing it will be held on _____ at (time) _____ at (place of hearing) _____

**Must be a minimum of five days*

The following disciplinary action may be taken against you:

☐ Suspension for _____ working days, beginning _____ and ending _____

☐ Indefinite suspension pending criminal charges effective (date) _____

☐ Removal, effective (date) _____

☐ Demotion to position of _____ effective (date) _____

☐ Resignation not in good standing, effective (date) _____ ☐ Other Disciplinary Action

☐ Fine _____ (*amount*) which is equal to _____ (*number*) (number of working days)

Appointing authority or authorized agent's signature and title.

Signature _____ **Title** _____

This form must be personally served on the employee or sent by certified or registered mail.

☐ **Certified or Registered Mail** ☐ **Receipt Number** _____

☐ **Signature of Server** _____ ☐ **Date of personal service** _____

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DISTRIBUTION: Employee, Union Representative or Attorney, Management, Civil Service Commission.
When using a form downloaded from the internet you still must provide the indicated above number of copies to all parties.