

**STATE OF NEVADA
SPECIFICITY OF CHARGES**

Name: Employee ID#: Budget Account:

Current Class: Grade: Supervisor:
Step:

Department: Division: Date:
Section: Time:

This is to inform you that you are alleged to have violated section 284.650 of the Nevada Administrative Code, as follows:

Date(s)	Violation(s)
Infraction Dates	NSHE Prohibitions and Penalties List Prohibitions and Penalties that are applicable Nevada Administrative Codes List NAC Code that are applicable Nevada Revised Statutes (NRS) List NRS Statutes that are applicable

A recommendation has been made by: Appointing Authority Name, Appointing Authority Position, UNLV Department
Name Title

that it is in the best interest of the State of Nevada to take the following disciplinary action(s):

Proposed/Actual Effective Date:

Signature (Person recommending action)

☐ In accordance with NAC 284.656, a pre-disciplinary review has been scheduled on your behalf to determine whether such action is warranted. Following the pre-disciplinary review and prior to the proposed effective date, you will be given a copy of the finding(s) and recommendation(s), if any, resulting from the pre-disciplinary review and be informed in writing of the appointing authority's decision regarding the recommended action(s).

XX In accordance with paragraph 2(b) of NAC 284.6563, the **effective date of your discipline is immediate** as noted above. A pre-disciplinary review in accordance with NAC 284.656 will follow as soon as practicable after the effective date of your discipline.

Note: If you wish to request a hearing regarding your discipline, please be aware that pursuant to NRS 284.390, a request for hearing is deemed timely if it is postmarked within 10 working days after the **effective date of the disciplinary action**.

The pre-disciplinary review will be conducted by:

Pre-Disciplinary Review Hearing Officer Name, Position at time on Date the meeting will be held virtually

Name Title Time Date

Via Webex meeting:

Join Webex meeting

ID:

Password:

(US) +1 415-655-0001 (toll)

Access code: 2621 729 1028

(US) +1 702-895-4000 (toll)

Access code:

@unlv.webex.com

A meeting invite will be sent to your UNLV email prior to the date of the review.

Location (Include complete address)

Pursuant to NAC 284.656, the pre-disciplinary review process is an informal proceeding between you and the appointing authority or his or her designated representative. Witnesses are not permitted. Each party may be accompanied by a person of his or her choice. If a union representative is selected, the representative must be from your assigned bargaining unit's exclusive representation. Please refer to NAC 284.656 or direct questions concerning this notice and the pre-disciplinary review process to the appointing authority, personnel officer, or other agency personnel familiar with the procedure. *(For information regarding the pre-disciplinary review process and your right to waive the pre-disciplinary review, you should refer to NAC 284.6561.)*

Signature of Appointing Authority or Designated Representative

Signature of Employee: I understand that by acknowledging receipt of this Specificity of Charges, I am neither admitting guilt nor giving up any appeal rights I may have under NRS 284.390.

Employee's Signature

Date_____Time_____

Witness' Signature (Required if employee refuses to sign)

Signature and Title (Person serving this notice)