

NOTICE OF REMOVAL WHILE ON PROBATION

DATE:

TO:

FROM:

Effective at (time) on (date), you will be terminated from your probationary employment in the position of (job title) with the City of Duluth.

You are being rejected on probation due to your failure to successfully meet the following job expectations:

(Insert list of documented deficiencies)

The Civil Service Board will determine whether your name should be placed on a re-employment list or replaced on the eligible list for the classification of (job title). **[If classification only exists in one department/work unit, enter the following sentence]:** Because the classification of (job title) is used only in the ( ) Department, I will recommend to the Civil Service Board that you not be provided any rights to this classification.

If you are an honorably discharged, qualifying veteran of the U.S. Armed Forces, you have a right to a hearing regarding your rejection on probation. **If you qualify, and wish to require such a hearing, you must make written demand for one within sixty (60) days of today.** Demand, in writing, for a veteran’s hearing must be given to Gary Meier, Manager, Human Resources, at his office, Room 313 City Hall. If you are a qualifying veteran who properly demands a hearing, you will be paid during the period of time preceding the decision of the removal review process. You will also continue to be an employee until that time, so your removal date will be different than that stated above.

Prior to your termination, you must contact the Employee Benefits Administrator at 730-5204 to schedule an exit interview and to arrange for possible purchase of continuing group health insurance and disposition of PERA contributions. If you have any questions regarding the terms of this separation, please speak with (supervisor).

ACKNOWLEDGEMENT BY EMPLOYEE OF NOTICE

Did you receive this notice on (Date)? \_\_\_\_\_ (Write “yes” or “no”)

\_\_\_\_\_  
Employee Signature

cc Human Resources  
Civil Service Board