

ARTICLE 12

NOTICES TO EMPLOYEES

SECTION 1

When the Employer presents an employee with any of the written notices listed below, that notice shall state at the top in capital letters: "AT YOUR OWN OPTION, YOU MAY FURNISH THIS NOTICE TO NTEU":

- A. letters proposing disciplinary or adverse action;
- B. final decision letters on any disciplinary or adverse action;
- C. letters of advance notice and of final decision to withhold a within-grade increase;
- D. letters of advance notice and of final decision to impose a reduction-in-force;
- E. letters of advance notice and of final decision to downgrade an employee's position classification;
- F. notices of involuntary reassignment;
- G. leave restriction letters;
- H. notice to terminate during probationary or trial period;
- I. notices of proposal and final decision to remove or demote an employee for unacceptable performance;
- J. letters denying waiver of an overpayment; and
- K. letters denying outside employment activity requests.

SECTION 2

When applicable, the decision notices referenced above will advise employees of their grievance and/or appeal rights established by law, rule, regulation, and/or this Agreement.