STEP II:

APPOINTING AUTHORITY ACTION: (Use additional sheets if necessary)

_____
Date Received (Your response is due within 5 days of receipt)

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_____ _____
Appointing Authority Signature Date Copy Returned to Employee and Personnel

Employee: _____Agrees _____Disagrees (Proceed to Step III)

_____ _____
Employee Signature Date Sent to Personnel (Response is due within 5 days of date copy returned to Employee)