IMMEDIATE SUPERVISOR ACTION: (use additional sheets if necessary)

_____

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

Immediate Supervisor Signature

Date Copy Sent to Employee and Personnel

Employee: _____Agrees _____Disagrees (Proceed to Step II)

Employee Signature and

Date Copy Sent to Appointing Authority

Personnel (Response is due within 5 days

of

Date sent to employee)