

Arizona State Personnel System  
**ADOA DISCIPLINE/DISMISSAL CHRO REVIEW DOCUMENT**

**Agency Information**

Agency Name

Manager  
Requesting Action

Manager's Phone  
Number

Date

**Employee Information**

Employee  
Name

EIN

Covered

Uncovered

FLSA Exempt

FLSA Non-Exempt

*If employee is AZ POST certified, were applicable notice rights provided to the employee prior to any investigative interview (see A.R.S. § 38-1104).*

Yes

No

Job  
Title

Hire

Date

Supervisor's  
Name

**Action Agency is Pursuing**

Suspension of greater than 80 working hours

Demotion

Dismissal

**Review Information**

An agency head may issue to an employee a Letter of Reprimand or impose a suspension of 80 working hours or less without ADOA review. Suspensions of greater than 80 working hours, involuntary demotions, and dismissals require agency heads to submit the proposed action to ADOA for review before administering the action.

The CHRO shall review the *ADOA Discipline and Dismissal Guidance Worksheet* prior to submitting your request for review to the ADOA Human Resources Division.

I have reviewed the ADOA Discipline and Dismissal Review Guidance worksheet. I have provided the agency head my recommendation.

CHRO Signature

Date

**Submit this review form and the letter you intend to issue to the employee to [HumanResources@azdoa.gov](mailto:HumanResources@azdoa.gov). You may also send a copy to your ADOA Shared Services Officer.**

**ADOA HRD USE ONLY**

Signature of  
Second Reviewer

Date

Date Agency Contacted