

**Handout 3**

Adverse Actions

## **Understanding the Adverse Action Process**

Using Handouts 1 and 2, plus the flip chart information on Property Interest and Due Process, work with your partner to answer the following questions. Be prepared to share your answers with the group.

1. What is the reference for establishing the property right of public employees who may be terminated for cause?

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2. What is the difference between “disciplinary action” and “adverse action” for public employees?

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3. The right to due process guarantees public employees the right to respond only orally to adverse actions. (circle one)      True      False

4. “Skelly” rights apply to what three actions by a department?

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5. How many days before the effective date of action must the department serve the employee? \_\_\_\_\_ Calendar days or Work days (circle one)

6. How does the employee (union) know who to contact to schedule a Skelly meeting?

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7. In the case of medical actions, the notice must precede what?

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8. What is the authority of the Skelly officer?

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9. What is the deadline for appealing an Adverse Action to the State Personnel Board?

How long? \_\_\_\_\_ Calendar days or Work days (circle one)

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10. SPB Hearings evidentiary hearings are heard by local superior court judges.

(circle one)      True      False

11. What is the authority of the judge at the SPB hearing?

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12. Once the judge makes their recommendation to the SPB, what is the authority of the SPB?

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13. When an employee contacts you as their steward because they have received an Adverse Action, what do you think are the critical facts you must *immediately* refer to the Local 1000 Resource Center?

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