

the employee. If the letter cannot be presented by hand, it will be delivered by registered mail.

2. A receipted copy of the aforementioned letter or, if delivered by registered mail, a copy of the letter with the postmaster's receipt will be placed on the employee's appraisal file.
3. A completed Form EXT 156, including recommended action, will be forwarded to APRS.
4. APRS shall notify the staff association of which the employee is a member and shall also notify APRE to stop pay for the period of suspension.

Discharge

1. A completed Form EXT 156, including recommended action, will be submitted to PDM through the normal reporting channels. A copy will be sent to APRS.
2. PDM will notify the employee of the final decision in writing. A copy of the letter is to be placed on the employee's appraisal file.