

- c. Contains the following notification: "You have the right to appeal this action to the State Civil Service Commission. The time limits and procedure for appealing are contained in Chapter 13 of the Civil Service Rules;" and
 - d. Advises the employee where a copy of Chapter 13 of the Civil Service Rules can be found.
2. A permanent classified employee who is subjected to an emergency suspension shall be given written notice within 15 calendar days following the effective date of the