

**NOTICE TO EMPLOYEE OF
CONTEMPLATED DISCIPLINARY ACTION**

TO: _____ DATE: _____
Employee's Name & Classification
FROM: _____ TITLE: _____
Department Head or Appointing Authority

You are hereby notified that disciplinary action is being contemplated against you for violation of the following rules and regulations: [Cite all specific *Personnel Board Rules and Regulations* under Rule 12.2 "FOR CAUSE" and any departmental rules or policies that are applicable to the infraction]

IN THAT:[Cite all specific incidents or activities that constitute violation of the above-listed rules and regulations]

YOUR RIGHTS

You are advised that you have the right to present to me a written and/or ORAL RESPONSE to the above charges within _____ working days. Any WRITTEN RESPONSE you wish to present must be delivered to the undersigned on or before close of business _____. Any ORAL RESPONSE you wish to offer must be presented to me on _____ at _____.

IF YOU DO NOT PRESENT A WRITTEN OR ORAL RESPONSE IN ACCORDANCE WITH THE INSTRUCTIONS SPECIFIED ABOVE IT SHALL BE ASSUMED YOU DO NOT WISH TO PRESENT SUCH RESPONSE UNLESS OTHER ARRANGEMENTS ARE AGREED TO BY THE UNDERSIGNED WRITING

Signature of Person Preparing Notice Job Title

SERVICE OF NOTICE

NOTICE: _____ TO THE ABOVE-NAMED EMPLOYEE ON
(Hand Delivered; Mailed)

_____, 20 _____; at _____ a.m./p.m.

BY: _____
Signature of Person Delivering Notice Job Title

**NOTICE TO EMPLOYEE OF
DISCIPLINARY ACTION**

TO: _____ DATE: _____
Employee's Name & Classification

FROM: _____ TITLE: _____
Department Head or Appointing Authority

YOU ARE HEREBY NOTIFIED THAT, AS A RESULT OF THE DETERMINATION HEARING HELD ON _____, THE FOLLOWING DECISION HAS BEEN MADE WITH RESPECT TO THE CHARGES. YOU HAVE BEEN FOUND GUILTY OF VIOLATING THE FOLLOWING: [Cite all specific *Personnel Board Rules & Regulations under Rule 12.2 CAUSE OF ACTION* and any departmental rules or policies that the employee was found to be in violation of and repeat the basis for the charges.]

AS A RESULT OF YOUR ACTIONS YOU ARE HEREBY _____
EFFECTIVE CLOSE-OF-BUSINESS _____. [Specify the type of disciplinary action to be taken: Dismissal; Suspension; Demotion; and/or specify the outcome of the Predetermination Hearing]

In making the foregoing decision, your entire work record with the _____ has been considered. You have the right to request and receive copies of documentation utilized in arriving at the aforementioned decision.

Personnel Board Rule 12.4 explains the process for appealing this decision to the Personnel Board of Jefferson County, Alabama. Any such appeal must be in writing and received by the Board within ten (10) calendar days of receipt of this NOTICE.

Date of Notice

Signature of Appointing Authority

***SERVICE OF NOTICE**

- () I have served a copy of this notice upon the above named employee.
- () Due to the unavailability of this employee, I have deposited the NOTICE in the U.S. Mail, properly addressed to the last known address of this individual, postage prepaid, Certified Mail, Return Receipt requested.

This the _____ day of _____ BY: _____
Signature of Person Delivering Notice

pc: Executive Director of Personnel Board