

**PRE-DISCIPLINARY ACTION NOTICE**

TO: \_\_\_\_\_  
(Name of employee)

FROM: \_\_\_\_\_  
(Appointing Authority)

SUBJECT: \_\_\_\_\_  
(Contemplated disciplinary action)

You are hereby advised that disciplinary action is contemplated against you for the following reason(s):

You are further advised that on \_\_\_\_\_ at \_\_\_\_\_  
(date) (time)

in the office of the undersigned, you will be allowed to respond orally or in writing to the above charges if you so desire. You are not required, however, to make any statement at this hearing if you do not desire to do so. You are not entitled to an adversary hearing at this time, although you may have an attorney or other representative assist you.

Should you be dismissed, suspended or demoted for cause from your position, you have the right to appeal your dismissal, suspension, or demotion directly to the Personnel Board under Rule 14.4 of the Personnel Board Rules by filing written notice of appeal with the Personnel Director within ten (10) days after notice of disciplinary action. Such notice of appeal should contain an admission or denial of guilt and the reasons why the action should not become effective.

Should you be disciplined in any manner short of dismissal, suspension or demotion for cause, then you have the right to file a grievance in accordance with Rule XVI of the Personnel Board Rules. To initiate a grievance, you must first file a written complaint with your supervisor and furnish a copy to your department head or a designated representative (unless the complaint is against your supervisor in which case you by-pass your supervisor and file directly with your department head or designated representative) within seven (7) calendar days after the complaint arose. There are three steps to the Grievance Procedure and a complete copy of such procedure, together with the forms to be used commencing at Step One, may be obtained from the Personnel Board offices.

Should the disciplinary action be heard by the Personnel Board, the Order entered by the Board may be appealed to the Circuit Court by filing written notice of appeal with the Personnel Board within fourteen (14) calendar days from the date of entry.

\_\_\_\_\_  
SIGNATURE OF RESPONSIBLE OFFICIAL

**CERTIFICATE OF SERVICE**

A copy of the foregoing was delivered to the above named employee on \_\_\_\_\_  
at \_\_\_\_\_ (date)  
(time)

\_\_\_\_\_  
Signature of deliverer