

Appendix A

TO:

FROM:

DATE:

SUBJECT: Due Process Notification

Reference Personnel Procedure 91-5, Discipline and Dismissal

In accordance with the above reference, you are hereby formally informed that you have the right to due process before the proposed disciplinary action below is taken.

- a. You are charged with: _____
(Violation/Infraction, time/place/other pertinent facts)
- b. Proposed disciplinary action: _____
(employee will be provided copies of documentation that support the proposed disciplinary action)
- c. You are formally informed of your right for a pre-decision discussion. You have 3 working days from the date of this letter to request the discussion.
- d. You have the right to present written statements at this discussion. You may request witnesses attend the discussion if their participation is approved by the Department Head.
- e. If you decline this discussion, the provisions of due process will be deemed to have been met.

I understand that this pre-decision discussion will take place with either my Department Head or the Senior Supervisor of my work unit.

I acknowledge that I have been given this notification of due process on today's date and understand that I must respond back to _____ by _____ to set up a pre-decision discussion.

Employee's signature _____ Date _____