

NOTIFICATION OF DISCIPLINARY ACTION
(Non-Civil Service)

Department _____ Date _____

Employee _____

On _____ (date) you were given a copy of Documentation of Third Level Discipline (HR-12) and were given the opportunity to respond in writing.

___ You have chosen not to respond and the discipline indicated on said form will be imposed.

___ I have received your response, and it is my decision to take the following action:

___ No disciplinary action will be taken at this time.

___ You are **suspended** for ___ days, beginning ____'____'____.

___ You are **demoted** to ____'____'____ effective ____'____'____. Your new pay rate is \$____'____ hourly/bi-weekly.

___ You are **discharged** effective ____'____'____.

___ Other:

Elected Official/Department Head

cc: Elected Official/Department Head (for file)
Human Resources Department