

**HR-13**  
**NOTIFICATION OF DISCIPLINARY ACTION**

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

Please be advised that you have the right to file a grievance with the Montgomery County Civil Service Commission. Should you choose to exercise that right, your grievance must be received by the Human Resources/Civil Service Director on form HR-14 (Employee Grievance Form) within ten (10) business days after the occurrence of the event or after you receive notice of the event giving rise to the grievance. A copy must be sent to your elected official/department head.

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

(Rev. 9/7/2007)