**TO:** **TITLE: EMPLOYEE #**

**FROM:** **TITLE: DEPARTMENT:**

**DISTRIBUTION:**

* Department File
* Human Resources (for employee’s personnel file) – Scan and email to [HRAdmin@pinellascounty.org](mailto:HRAdmin@pinellascounty.org) or send by interoffice mail to the Director of Human Resources

**DATE:**

**INFRACTION(S):** Personnel Rule 6, Paragraph B, Item #(s), Item Title(s):

(Please list Infractions #’s and Titles.)

**SUMMARY OF FACTS/INCIDENTS LEADING TO THIS ACTION:**

(Provide a summary of the circumstances leading to this action. Include dates, times, individuals involved.)

**You are directed to appear at a hearing concerning this matter on:**

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Time**: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Location**:

At this hearing, your Department Director **(or designee)** will be present. If the facts are as they appear to be, you are subject to discipline that may include suspension, demotion, reduction in pay, or dismissal.

This hearing is your opportunity to present information explaining your view of the situation. **You may bring a friend, relative, employee advocate, or attorney to this hearing to represent you, if you wish. If you choose to bring an attorney to the hearing, you must notify the Department Director at (phone #) at least two (2) days before the hearing. If you need the assistance of an employee advocate, contact the Human Resources Department (464-3506).**

**Alternatively, if you choose not to attend your Pre-Disciplinary Hearing, please notify me by (date). If you will not be in attendance, you may submit your response to me in writing by (time), (date).**

If you have any questions about this action, please notify me or the manager(s) listed below:

Check One: This Notice was 🞎 Hand Delivered on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞎 Sent via Regular & Certified Mail # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Attachment: Personnel Rule 6

(Departments are encouraged to seek feedback on drafting disciplines from Human Resources.)