**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.)

**Based on the information we discussed at your Pre-Disciplinary hearing on**

**, you will be suspended without pay for** **days**.

(date)

**Your suspension begins on** **.**

(date)

**Upon return to work, you will report to** **.**

(location)

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

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

**NECESSARY CORRECTIVE ACTION:**

(Provide employee corrective actions to take and performance expected in future.)

**A copy of this document will remain active (in your personnel file) for at least twelve (12) months.** While this document is active, hiring supervisors may not consider you an appropriate promotional candidate. Additionally, the behavior documented in this notice will also be addressed in your next performance review and may also affect any pay adjustments, if applicable.

At the end of the twelve-month active period, if you have corrected this problem and have not developed other work-related problems, we will ask Human Resources to place the document in your inactive file. It will remain inactive if you have no further disciplinary problems.

If you do have further work-related problems, this disciplinary action can be considered. This is true whether the document is active or inactive. Further work-related problems, whether similar or different, can lead to further discipline, up to and including dismissal.

If you believe this decision is in error, you may grieve it, in accordance with Personnel Rules 6 and 7 (attached). To do so, you must contact the Human Resources Department and file a written notice of your intent within 15 calendar days from the date you receive this notice. If you have any questions about this action, please notify me or the manager(s) listed below:

(Name & phone #)

Check One: This Notice was Hand Delivered on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sent via Regular & Certified Mail (return receipt # )

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