**NOTICE OF POTENTIAL DISCIPLINARY ACTION**

**AND PRE-DISCIPLINARY HEARING**

Date:

Re: Notice of Potential Disciplinary Action and Pre-Disciplinary Hearing

Dear

On \_\_\_\_\_\_\_\_\_\_, I informed you that I had the following serious concerns about your integrity and job performance. LIST SPECIFIC PERFORMANCE CONCERNS HERE

I am now considering imposing discipline based on the above-listed concerns. The discipline options I am considering are: **1)** suspension without pay; 2) demotion and/or 3) dismissal.

Please plan on meeting with me for a pre-disciplinary hearing, where you'll have the opportunity to refute allegations or offer any extenuating or mitigating circumstances, either in writing or verbally. This meeting is scheduled for \_\_\_\_\_\_\_\_\_\_ in my office. If you wish, you can provide me with the comments in writing by \_\_\_\_\_\_\_\_\_\_ and forgo the meeting. Please let me know by \_\_\_\_\_\_\_\_\_\_ how you would like to proceed.

You may seek outside assistance from an attorney, colleague or other party as you feel necessary. You are being provided a written summary of our concerns so that you may adequately respond to the concerns.

After the Pre-Disciplinary Hearing, I will decide whether to impose the above-listed discipline. Thank you for your service to the District.

Respectfully,

Attachments