

PRE-DISCIPLINARY ACTION NOTICE**Mobile Civil Service**

TO: _____
(Name of employee)

FROM: _____
(Appointing Authority)

DATE: _____

SUBJECT: Notification of Pre-Disciplinary Hearing for Contemplated Disciplinary Action(s)

You are hereby advised that disciplinary action is contemplated against you for the reason(s) listed below. The results of this Pre-Disciplinary Hearing may range from no action to dismissal.

You are hereby advised that disciplinary action is contemplated against you for the following reasons: [The appointing authority should summarize in plain language in the space below, or on an attached sheet, the facts and evidence of the alleged misconduct and/or performance deficiency in enough detail to enable the employee to respond.]

You are further advised that on _____ at _____
(date) (time)

at this specified location _____, you will be
(where)

allowed to respond orally or in writing to the above charges and to provide any information related to the incident(s) or performance(s) listed. You are not required, however, to make any statement at this hearing. You may have an attorney or other representative assist you. This meeting will determine whether the instances of employee misconduct/performance deficiencies stated above or by attachment may warrant disciplinary action.

Regular employees who are dismissed, suspended or demoted for cause have the right to appeal directly to the Mobile Civil Service under Rule 14.4 of the Personnel Board Rules by filing written notice of appeal with the Civil Service Director within ten (10) days after notice of disciplinary action. Such notice of appeal should contain an admission or denial of guilt and the reasons why the action should not become effective.

Regular employees who are disciplined in any manner short of dismissal, suspension or demotion for cause have the right to file a grievance in accordance with Rule XVI of the Personnel Board Rules. To initiate a grievance, you must file a written complaint with your supervisor and furnish a copy to your department head or a designated representative (unless the complaint is against your supervisor in which case you bypass your supervisor and file directly with your department head or designated representative) within seven (7) calendar days after the complaint arose. There are three steps to the Grievance Procedure and a complete copy of the procedures and forms to be used may be obtained from the Mobile Civil Service offices or on-line at <https://www.personnelboard.org/document-library/grievances-rule-16/>.

Should the disciplinary action be heard by the Board, the Order entered by the Board may be appealed to the Circuit Court by filing written notice of appeal with the Mobile Civil Service within fourteen (14) calendar days from the date of entry.

Signature of Responsible Official

CERTIFICATE OF SERVICE

Date and time delivered to the employee: _____
(date) (time)

Signature of Employee

Signature of Deliverer