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NOTICE OF CHARGES/REQUEST FOR HEARING/RESPONSE

EMPLOYEE: _____ YOU ARE CHARGED WITH:

A SUMMARY OF THE BASIS FOR THE CHARGES IS:

YOU HAVE **FIVE (5) WORKING DAYS** FROM YOUR RECEIPT OF THIS NOTICE TO FILE A RESPONSE AND REQUEST A HEARING. IF YOU DO THIS YOU WILL BE NOTIFIED OF YOUR HEARING DATE. IF YOU DO NOT RESPOND AND REQUEST A HEARING WITHIN **FIVE (5) WORKING DAYS** FROM YOUR RECEIPT OF THIS NOTICE, YOUR DISMISSAL WILL BE FINAL ON THE DATE THE DISCIPLINARY ORDER IS FILED WITH THE CLERK OF THE BOARD OF SUPERVISORS.

_____ (Agency Head Signature)	DATE:
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I HEREBY RESPOND TO THE CHARGES AND THEIR BASIS AND REQUEST A HEARING ON MY DISMISSAL. I UNDERSTAND THAT I MAY SUPPLEMENT OR AMEND MY RESPONSE AT ANY TIME PRIOR TO THE HEARING OR AT THE HEARING BY FILING SUCH SUPPLEMENT OR AMENDMENT WITH THE HUMAN RESOURCES DIRECTOR AND THE ABOVE AGENCY HEAD.

EMPLOYEE MUST BEGIN RESPONSE ON PAGE 3 OF THIS FORM

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