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NOTICE OF CHARGES/REQUEST FOR HEARING/RESPONSE

EMPLOYEE:	DATE:
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.

IF YOU DO NOT RESPOND AND REQUEST A HEARING WITHIN **FIVE (5) WORKING DAYS** FROM YOUR RECEIPT OF THIS NOTICE, THE DISCIPLINE WILL BE FINAL AS OF THE DATE OF FILING OF THE DISCIPLINARY ORDER.

<hr/> <i>(Agency Head Signature)</i>	DATE:
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I HEREBY RESPOND TO THE CHARGES AND THEIR BASIS AND REQUEST A HEARING ON MY DISCIPLINE. 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.

<hr/> <i>(Employee Signature)</i>	DATE:
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EMPLOYEE MUST BEGIN RESPONSE ON PAGE 3 OF THIS FORM

C O N F I D E N T I A L
UNAUTHORIZED DISCLOSURE PROHIBITED BY COUNTY ORDINANCE