

**NOTICE OF SUSPENSION/REDUCTION IN PAY
DISCIPLINARY STEP 1**

DATE: _____

EMPLOYEE:	OFFICE/DEPT:
IMMED. SUPERVISOR:	AGENCY HEAD:

[] SUSPENSION ACTION

YOU ARE HEREBY NOTIFIED THAT YOU WILL BE SUSPENDED FROM EMPLOYMENT WITHOUT PAY. THE PERIOD OF YOUR SUSPENSION SHALL BE FOR ____ WORKING HOURS.

EFFECTIVE DATES: BEGINNING _____ ENDING _____.

TOTAL DOLLAR AMOUNT OF PAY LOST DURING SUSPENSION \$ _____.

[] THE FOLLOWING REDUCTION IN PAY ALTERNATIVE IS IMPOSED UPON YOU AS AN ALTERNATIVE TO SUSPENSION. YOU MUST CONTINUE TO WORK FOR ALL SCHEDULED HOURS DURING THE REDUCTION IN PAY PERIOD. *THIS ALTERNATIVE IS AVAILABLE ONLY TO THOSE EMPLOYEES WHO HAVE RECEIVED A SUSPENSION OF 80 WORKING HOURS OR LESS.*

TOTAL DOLLAR AMOUNT OF REDUCTION IN PAY:\$ _____.

YOU SHALL RECEIVE \$: _____ PER PAY PERIOD FOR _____ WORKING HOURS.

EFFECTIVE DATES: BEGINNING _____ ENDING _____.

1. THE TOTAL DOLLAR AMOUNT OF THE REDUCTION IN PAY IS \$ _____ WHICH DOES NOT EXCEED THE DOLLAR AMOUNT OF PAY FOR THE SUSPENSION TIME.
2. THIS REDUCTION IN PAY DOES NOT REDUCE YOUR SALARY BELOW THE ENTRANCE SALARY OF YOUR GRADE/CLASSIFICATION.

_____ (Officer/Dept. Head Signature)	DATE: _____
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**NOTICE
THESE ARE YOUR HEARING AND APPEAL RIGHTS**

YOU HAVE THE RIGHT TO REQUEST A HEARING WITHIN **FIVE (5) WORKING DAYS** OF YOUR RECEIPT OF THIS NOTICE. IF YOU DO NOT REQUEST A HEARING WITHIN THE TIME PERMITTED, THE ABOVE ACTION WILL BE FINAL AS OF THE DATE A WRITTEN DISCIPLINARY ORDER IS FILED WITH THE CLERK OF THE BOARD OF SUPERVISORS. *THE FILING OF THE DISCIPLINARY ORDER IS THE FINAL ACTION OF THE DISCIPLINING AGENCY HEAD AND IS OPERATIVE AND EFFECTIVE FOR ALL PURPOSES SET FORTH IN THE DISCIPLINARY ORDER AS OF THE DATE THE DISCIPLINARY ORDER IS FILED.*

ATTACHED ARE THE WRITTEN CHARGES AGAINST YOU. IF YOU WISH TO RESPOND TO THE CHARGES AND REQUEST A HEARING, PLEASE SIGN AND DATE AND RETURN THE FORM AND A HEARING WILL BE SCHEDULED FOR YOU. YOUR RESPONSE TO THE CHARGES MAY BE SUPPLEMENTED OR AMENDED BY YOU AT ANY TIME PRIOR TO THE HEARING OR DURING THE HEARING.

CONFIDENTIAL
UNAUTHORIZED DISCLOSURE PROHIBITED BY COUNTY ORDINANCE