

## DISCIPLINARY FORMS

<b>FORM</b>	<b>ACTION</b>	<b>DESCRIPTION</b>
A-Step 1	Suspension/Reduction in Pay	<i>A – Page 1 of 3</i> <b>NOTICE OF SUSPENSION/REDUCTION IN PAY</b>
A-Step 2	Suspension/Reduction in Pay	<i>A-Page 2 of 3</i> <b>NOTICE OF CHARGES/REQUEST FOR HEARING/RESPONSE</b>
A-Step 3	Suspension/Reduction in Pay	<i>A-Page 3 of 3</i> <b>EMPLOYEE’S RESPONSE TO DISCIPLINARY CHARGES</b>
B-Step 1	Demotion	<i>B-Page 1 of 3</i> <b>NOTICE OF DEMOTION</b>
B-Step 2	Demotion	<i>B-Page 2 of 3</i> <b>NOTICE OF CHARGES/REQUEST FOR HEARING/RESPONSE</b>
B-Step 3	Demotion	<i>B-Page 3 of 3</i> <b>EMPLOYEE’S RESPONSE TO DISCIPLINARY CHARGES</b>
C-Step 1	Dismissal	<i>C-Page 1 of 3</i> <b>NOTICE OF DISMISSAL</b>
C-Step 2	Dismissal	<i>C-Page 2 of 3</i> <b>NOTICE OF CHARGES/REQUEST FOR HEARING/RESPONSE</b>
C-Step 3	Dismissal	<i>C-Page 3 of 3</i> <b>EMPLOYEE’S RESPONSE TO DISCIPLINARY CHARGES</b>
Form D	On all Actions if hearing requested	<b>NOTICE OF DISCIPLINARY HEARING</b>
Form E	After any hearing (include Form F)	<b>DECISION ON DISCIPLINARY HEARING</b>
Form F	File after any hearing (include Form E)	<b>MEMORANDUM OF CAUSE IN SUPPORT OF DECISION ON DISCIPLINARY ACTION</b>
Form G	File after any hearing	<b>DISCIPLINARY ORDER</b>
Form S	Use in serving all notices	<b>CERTIFICATE OF SERVICE</b>
Form X	Use if granting time extension	<b>EXTENSION OF TIME</b>