



# Notification of Employee Disciplinary Hearing

---

**Name**

**Department**

**Employee Number**

**Job Title**

**Date**

---

A disciplinary hearing will be held regarding the allegation(s) listed below:

**Allegation**

The details of the hearing are as follows:

**Date**

**Time**

**Location**

**Disciplinary Action  
Being Considered**

**Employee Job Status Until Hearing**

Placed on paid administrative leave

Placed on unpaid leave

Will resume regular job duties

At this time you will be given the opportunity to respond to the allegations. You will be allowed to provide any information, oral or written, you wish to be considered before a decision is made regarding disciplinary action. If you choose to provide a written response, it must be received no later than:

**Time**

**Date**

As previously stated, no decision will be made until you have been given the opportunity to respond to the allegations. If you have any questions regarding the disciplinary process, you may contact Jennifer Mahan, HR Director at (256-532-6936) or Jeff Rich, County Attorney at (256-519-2060).

---

**Department Head**

\_\_\_\_\_  
Signature

**Date**

**Employee**

\_\_\_\_\_  
Signature

**Date**

---

**CC:** Department Heads, please send a copy of the completed form to:  
HR Department &  
County Attorney