

Notice of Proposed Disciplinary Action



Webb County Civil Service

Employee Name:

Date:

Employee ID:

Job Title:

Dept. Head:

Department:

Disciplinary Action

Pursuant to §14.1 of the Webb County Civil Service Rules and Regulations, you are provided with this Notice of Proposed Disciplinary Action. The disciplinary action proposed to be taken against you is:

<input type="checkbox"/>	Demotion	<input type="checkbox"/>	Suspension for ____ working days	<input type="checkbox"/>	Termination of Employment
--------------------------	----------	--------------------------	----------------------------------	--------------------------	---------------------------

Details:

Type of Offense(s)

Details of the Violation(s)

The specific details of the violation(s), including the names of witnesses, dates, and times are as follows:

Additional Information

- This action is proposed and is not yet a final decision.
- You have the right to respond in writing.
- Your response should be directed to the following individual: _____
- Your response to this proposed disciplinary action is due within five (5) working days of the date you received this notice, in person. When sent via Certified Mail, five (5) working days after stamped by U.S. Postal Service.

Acknowledgement of Receipt

By signing this form, you confirm that you understand the information in this notice. Signing this form does not necessarily indicate that you agree with matters set forth herein.

Employee Signature

Date

Department Head/Supervisor Signature

Date

Witness Signature (if employee refuses to sign)

Date