**NOTICE OF DISCIPLINARY ACTION - Classified**

\_\_\_\_ Conference Summary **(Site)**

\_\_\_\_ Written Record of Verbal Reprimand **(Site)**

\_\_\_\_ Written Reprimand **(Personnel File)**

\_\_\_\_ Suspension without Pay **(Consult with Human Resources)**

Name:

Job Title:

Department/Site:

**I. Disciplinary action is being taken for the following reasons (include dates):**

*Outline facts leading up to disciplinary action. Refrain from using opinions where possible.*

**II. Employment history (include date and explanation of previous disciplines and relevant counseling):**

*Review site file for discipline history.*

**III. The following corrective action is expected:**

*Outline future expectations and remedial actions to be taken, if any.*

Future infraction(s) may result in further discipline up to and including discharge.

**ADVISEMENT:** It is my intent to place a copy of this notice of disciplinary action in your site/personnel file. You have the right to applicable grievance procedures, if any, per your collective bargaining agreement. You have the right to respond within 10 days from date of receipt in writing pursuant to Education Code 44031, and a copy of your response will be attached and placed in your **site/personnel** (please circle appropriate placement)file.

Employee's Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor's Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Union Representation (Present/Declined)

Union Representative Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(SIGNATURE INDICATES ACKNOWLEDGMENT AND RECEIPT, NOT NECESSARILY CONCURRENCE)