

In connection with the preceding, a due process hearing has been scheduled. The hearing shall be held on _____, _____, _____
Day of the week Date Month

_____ at _____ o'clock _____ at _____
Year Time PM / AM Location

The hearing will be conducted by the Appointing Authority. At the hearing, on the above referenced date, you will be given an opportunity to respond to the above charge(s) orally, in writing, or both. This hearing will be of a non-adversarial nature and no examination of witnesses will be permitted.

Following the hearing, you will be notified of the decision in writing, within three (3) working days after the hearing. In the event disciplinary action is taken against you, the procedures for review or appeal will be provided in the notice informing you of the decision.

APPOINTING AUTHORITY

CERTIFICATION OF SERVICE

This is to Certify that I have served a copy of this notice upon

_____, the Employee above named on the
EMPLOYEE

_____ day of _____
DATE MONTH YEAR

SIGNATURE of Person Serving Notice

Served By: _____

Date and Time of service: _____

Signature of Employee: _____

Date Received: _____