Template of Proposed Discipline Letter

Date

Employee Name
Address
City, State Zip

SUBJECT: NOTICE OF PROPOSED [DISCIPLINE]

This letter is to notify you of a proposed action to [discipline] in your position of [job title] with the City of Burbank [department]. Your proposed [discipline] will be effective no sooner than the day following your pre-disciplinary meeting.

The following constitutes the charges and grounds upon which this proposed [discipline] is based:

1. CHARGES: [use the appropriate item below]

Violation of the City of Burbank Civil Service Rule [insert rule]:

A.
B.

Violation of the Memorandum of Understand between the City and [insert bargaining unit]:

A.
B.

Violation of Administrative Policy [insert policy]:

A.
B.

2. GROUNDS:

[Explain what happened to lead to this discipline. Specifically, what did the employee do that violated the provisions listed above? What were the circumstances surrounding the actions? What statements did witnesses make? What proof of the employee's actions is available?]

3. REASONS FOR SEVERITY OF ACTION:

[Explain the reasons for severity of action. If current discipline is next step in progressive discipline, describe the previous discipline imposed. If action is particularly egregious in terms of safety or other factors and warrants a higher level discipline, explain that here.]

4. RIGHT TO RESPOND:

All written material, reports, and documents which constitute the evidentiary basis of the charges are included with this letter for your review. If you wish to receive, inspect, or make additional copies of these items prior to the date of the pre-disciplinary meeting, you may contact [insert contact] at [address/location].

YOU ARE FURTHER NOTIFIED OF YOUR RIGHT TO RESPOND TO THE CHARGES ORALLY OR IN WRITING. If you choose to respond in writing, you must do so by [date – see appropriate MOU for deadlines]. If you wish to respond orally, an appointment has been made for you on [date] at [time] to see [hearing officer name], [hearing officer title] located at [address/location].

FAILURE TO RESPOND SHALL BE DEEMED A WAIVER OF YOUR RIGHT TO RESPOND PRIOR TO IMPOSITION OF SAID DISCIPLINE.

_____
Supervisor Name
Supervisor Title

A COPY OF THE FOREGOING NOTICE WAS PERSONALLY SERVED TO [EMOPLOYEE NAME] ON THE [DATE] DAY OF [MONTH], [YEAR].

_____
SIGNATURE OF SERVER

c: Management Services Department
Employee File
[Union Representative]

ATTACHMENTS

Copies of the following materials were provided with this Notice of Proposed Discipline:

1. [List the attachments. Be sure to attach every document used to substantiate the discipline.]

I have received this Notice and Attachments listed above.

_____
[Employee name]
[Employee title]

ONE EXTRA COPY LIST

_____ REVIEWED DEPARTMENT MANAGER

_____ REVIEWED MANAGEMENT SERVICES DEPARTMENT

_____ REVIEWED CITY ATTORNEY'S OFFICE