

PRE-DISCIPLINARY HEARING FORM PER PETERSBURG

PERSONNEL POLICY - ARTICLE V

The purpose of a pre-disciplinary hearing is to inform the employee of the alleged violations, provide an opportunity to respond, and advise the employee of possible disciplinary action. Please complete the form below following a meeting with the employee and submit it to the Human Resources Director to be used in support of any investigation.

Employee:	Title:
Supervisor:	Title:
Department:	
Alleged violations including dates, locations, and relevant policy citations:	
Narrative including dates and times:	
Employee explanation:	
Recommended Disciplinary Action:	
Supervisor Name (print):	
Supervisor Signature:	Date: