

DISCHARGE NOTICE

Distribute a copy to:

- Employee
- Employee Representative
- Department File
- Employees' Retirement System
- Dept. of Employee Relations – Pay Services Section

Employee:		Employee ID No.: _____
Department:		Race:
		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Division:		Div. No.:
		Payroll Loc. No.:
Job Title:		Immediate Supervisor:
<p>In accordance with City Service Commission Rules, you are hereby discharged effective at _____ (<input type="checkbox"/> am / <input type="checkbox"/> pm) on _____ (date) for violating Rule XIV, Section 12, Paragraph _____ of the City Service Rules (<i>additional departmental rules may be referenced as applicable</i>). You have <u>three days</u> from the receipt of this notice to file an appeal. See Right of Appeal information below.</p> <p><u>I. Description of Offense:</u></p> 		
<p><u>II. Previous Disciplinary Actions including Warning Letters:</u></p> 		
<p>DATES REQUIRED:</p> <p>1. Date of investigatory meeting: _____</p> <p>2. Date Discharge notice was provided to the employee or notice was mailed to employee: Date: _____</p>	<p>Reporting Authority Signature:</p> <p>Please print name:</p> <p>Title:</p> <p>Date:</p>	
<p><u>RIGHT OF APPEAL:</u></p> <p>Regularly appointed Civil Service employees (<i>those who have completed their probationary period</i>) may appeal in writing to the City Service Commission within three days of receipt of this notice. Employees of a department under the supervision of a board or commission of three or more members must appeal to that board or commission.</p>	<p>Appointing Authority Signature:</p> <p>Please print name:</p> <p>Title:</p> <p>Date:</p>	
<p><u>NOTE:</u> If you have been issued an employee identification card, it must be turned in to your supervisor before your final paycheck will be released.</p>		