



NOTICE OF PREDISCIPLINARY CONFERENCE

This Notice is provided to you to advise that predisciplinary conference will be held at

| | |
|----------|--|
| TIME | |
| DATE | |
| LOCATION | |

This conference will provide you with an opportunity to respond to the following allegations of misconduct:

Proof of allegations at this predisciplinary conference may result in disciplinary action ranging from a verbal warning or counseling up to and including suspension or termination of your employment. The discipline, if any, to be imposed will be determined by the Engineer after careful review of the report issued by a hearing officer.

You have the right to: (1) appear at the conference to present an oral or written statement in your defense; (2) appear at the conference and have your chosen representative present an oral or written statement in your defense; (3) elect in writing to waive your opportunity to have a predisciplinary conference.

If you elect to attend the conference and present any evidence in your defense, or if you are called to testify as to these matters by the Engineer, you must answer all questions truthfully. If it is proved in a subsequent hearing that your responses to questions are not truthful, such dishonesty may result in further disciplinary action. At the conference you may present any explanation of the alleged misconduct. A written report will be prepared by the person conducting the conference concluding as to whether the alleged misconduct occurred. A copy of this report will be provided to you within five (5) days following its preparation.

The predisciplinary conference will be conducted by: _____

Phone: _____

If you have any questions regarding this procedure, please contact this individual immediately.

I acknowledge receipt of this notice:

SIGNATURE OF EMPLOYEE

DATE

UNION REPRESENTATIVE

DATE