



Pre-Termination Hearing Request Form

INSTRUCTIONS:

As an employee who has been notified by the appointing authority of the intent to dismiss you, you have the right to appeal personally, or with counsel if you have retained counsel, at a pre-termination hearing to reply to the appointing authority or his or her designee concerning the charge contained in the notice of intent to dismiss.

If you wish to request a pre-termination hearing, you must complete this form and submit it to the appointing authority (i.e., the person who signed the notice of intent to dismiss letter) within five (5) working days after you received the notice of intent to dismiss, excluding the day you received notification.

If you do not complete this form and submit it to the appointing authority within five (5) working days after you received the notice of intent to dismiss, it will be deemed that you have waived your right to a pre-termination hearing.

If you request a pre-termination hearing, the appointing authority will hold a pre-termination hearing within six (6) working days after receipt of your request, excluding the day your request is received. You will be notified as to the time and place of the pre-termination hearing.

The pre-termination hearing will be informal. You, either personally or with counsel, will be given the opportunity to respond to the charges contained in the notice of intent to dismiss.

Within five (5) working days of the pre-termination hearing, excluding the day of the pre-termination hearing, the appointing authority or his or her designee will determine whether to dismiss you or to modify or rescind the intended dismissal. You will be notified, in writing, of this decision and of the reasons for this decision.

I HEREBY REQUEST A PRE-TERMINATION HEARING TO REPLY TO THE CHARGES CONTAINED IN THE NOTICE OF INTENT TO DISMISS.

I WILL / WILL NOT be represented by counsel.

Employee's Printed Name

Employee's Signature

Date

Personal Phone Number Where I Can Be Reached:

I DO NOT WISH TO REQUEST A PRE-TERMINATION HEARING.

Employee's Printed Name

Employee's Signature

Date