

CLIO AREA FIRE DEPARTMENT
PERSONNEL

NOTICE OF DISCIPLINARY ACTION, LAY-OFF, SUSPENSION, OR DISCHARGE

Copies
1 - Employee
1 - Personnel File

Date _____

Name _____

Sir or Madam

Oral Reprimand

Written Warning

You are hereby notified of your

Reduction

Lay-off

Suspension for _____ Days, or _____ Working Hours

Discharge

From the position of _____

in the (Station or Principle Department) _____

General Reasons below for action taken:

REASON FOR ACTION:

Change of Shift

Lack of Work

Good of the Service

Violation of Rules

Insubordination

Incompetency

Neglect of Duty

Dishonesty

Other

This is to become effective on the _____ day of _____, 2_____, at _____ o'clock ____ m.
(Except in case of unusual circumstances, this effective date MUST be subsequent to the serving of this notice)

If this violation and/or similar violation continues, further action up to and including termination may be taken.

This notice has been served by: _____ Rank/Title _____