

## Notice to Attend a Pre-Disciplinary Conference

**DATE:**

**TO:**

**FROM:**

**RE:** Notice to Attend a Pre-Disciplinary Conference

### **Purpose of Notification**

This is formal notification that you are to attend a Pre-Disciplinary Conference on \_\_\_\_\_ at \_\_\_\_\_ in \_\_\_\_\_. The purpose of the Conference is to determine if your alleged involvement in recent events (specifically, \_\_\_\_\_) may warrant disciplinary action, up to and including dismissal.

### **Relevant Past Occurrences or Active Disciplinary Actions**

### **Incidents Resulting in This Pre-Disciplinary Conference**

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**Pre-Disciplinary Conference Procedures**

I will conduct the Pre-Disciplinary Conference. Also present will be \_\_\_\_\_, \_\_\_\_\_ and Calvin Holloway, Human Resources Director for Employee Relations & Talent Management, who will be available as a neutral third party to answer questions regarding University policy application to this situation. Please advise if you have objections to the presence of the neutral third party.

No other parties will be present at the Conference. No attorneys representing either side may attend the PDC, and witnesses are not allowed. This provision does not prevent either party from otherwise consulting with legal representation. Audiotape, videotape, recording devices, and transmission devices are not permitted during the PDC.

In the Pre-Disciplinary Conference, you will have the opportunity to present any additional or clarifying information that you believe is relevant to my evaluation of this matter and to my decision whether or not to take disciplinary action, as warranted.

For more information about Pre-Disciplinary Conferences, you may contact Dr. Kenneth M. Tagawa, Human Resources Director for Employee Relations & Talent Management at (336) 750-2832 or tagawakm@wssu.edu.

**Possible Outcomes of This Pre-Disciplinary Conference**

By state policy, I must provide you a decision on this matter no sooner than \_\_\_\_\_ and no later than \_\_\_\_\_.

Possible outcomes of this Pre-Disciplinary Conference are:

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### Records Retention & Access to Records

Retention of a Notice to Attend a Pre-Disciplinary Conference and related documents is governed by the University's General Records Retention and Disposition Schedule.

1. If no action is taken, this Notice will be retained in accordance with the retention schedule unless otherwise indicated at the completion of this process.
2. If subsequent disciplinary action is taken, this Notice will be retained with the disciplinary action.
3. If the decision results in suspension without pay, demotion, or dismissal, North Carolina General Statute § 126-23(a)(11) provides that the date and type of each suspension without pay, demotion, or dismissal is public information and must be released if requested.
4. If you are the selected candidate for another State position, the hiring supervisor may be allowed to review portions of your University Personnel File as part of the reference checking process. This may include, but is not necessarily limited to, performance management documents, the date and type of each previously-issued disciplinary suspension or demotion, and dismissal for cause documents from previous University employment. The hiring supervisor may factor this information into the final hiring decision.
5. If the decision results in dismissal, please also be aware that:
  - a. North Carolina General Statute § 126-23(a)(11) provides that certain dismissal letters are public information and must be released if requested.
  - b. Any applicable payouts of leave or earned time off will be made to you, as provided by University policy, and any debts you owe to the University may be deducted from your last paycheck, as required by law or State policy.
  - c. You can choose either to retain your contributions to the State retirement system or to withdraw your contributions from the system. Christina Zimmerman can provide you additional information on these options. Ms. Zimmerman can be reached at 336-750-2829 or [zimmermancl@wssu.edu](mailto:zimmermancl@wssu.edu).
  - d. Dismissal does not necessarily preclude you from receiving unemployment benefits. The state's Division of Employment Security (DES) determines eligibility for unemployment benefits, not the University. However, DES may consider the reason for your separation from employment when determining eligibility.

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**Appeal Rights**

A Notice to Attend a Pre-Disciplinary Conference is not grievable under the University of North Carolina SHRA Grievance Policy. However, certain employment actions resulting from the Pre-Disciplinary Conference may be grievable.

**Supervisor's Signature**

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name/Title: \_\_\_\_\_

**Employee Acknowledgement**

I acknowledge that I have received this letter. I understand that my signature below does not necessarily imply agreement with the statements made in this document but is an acknowledgement of receipt only.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

cc: \_\_\_\_\_

\_\_\_\_\_  
Dr. Kenneth M. Tagawa, Human Resources Director for Employee Relations & Talent  
Management  
Department Personnel File