

PART IV. Administrator's Decision (PERS 31, page 2)

1. I have decided not to take disciplinary action against you at this time.
2. This action is not subject to appeal since you have not earned permanent status in any class in the Alabama Unified Judicial System (UJS) during this term of your employment.
3. You are hereby notified you will be suspended without pay from _____ a.m. / p.m. on _____ through _____ a.m. / p.m. You will return to work at _____ a.m. / p.m. on _____.
4. You are hereby notified you will be demoted from your present classification to _____ effective as of _____ a.m. / p.m. on _____. Your biweekly salary will be _____.
5. **DEMOTIONS:** You are hereby advised that if you wish to appeal this action to the UJS Employee Appeals Board, you must within ten (10) calendar days after the effective date of this action notify the **Administrative Director of Courts, 300 Dexter Avenue, Montgomery AL 36104.**
6. **SUSPENSIONS:** Suspensions are not appealable. However, you may request a hearing before a neutral third party. To request a hearing, you must within ten (10) calendar days after the effective date of this action notify the **Administrative Director of Courts, 300 Dexter Avenue, Montgomery AL 36104.**

Administrator's Signature

Date

PART V. (Employee shall complete this section and return to administrator.)

DEMOTIONS:

I do / do not (circle one) intend to appeal by letter to the Administrative Director of Courts, and understand it must be done within ten (10) calendar days after the effective date of the action if the appeal is to be considered.

SUSPENSIONS:

I do / do not (circle one) intend to request a hearing, and understand it must be made by letter to the Administrative Director of Courts, and understand it must be done within ten (10) calendar days after the effective date of the action if the request is to be considered.

Employee's Signature

Date