



Division of Human Resources

MEMORANDUM

DATE: _____

TO: _____
EMPLOYEE'S NAME

FROM: _____
PRINCIPAL/SUPERVISOR

SCHOOL/WORK LOCATION

SUBJECT: **24-HOUR MEETING NOTIFICATION**

You are hereby directed to report for a meeting with _____
_____ on _____, 20____
_____ a.m./p.m. at _____
(LOCATION)

The purpose of this meeting will be to discuss your:

- Attendance
- Criminal History
- Drug Test Results
- Job Performance
- Misconduct
- Progressive Discipline
- Other: _____

Your future employment status with the School Board of Alachua County or any disciplinary action to be taken against you may also be discussed. You have the right to have union representation at this meeting. It is your responsibility to contact your representative and to have him/her present at the meeting. **Failure to attend this meeting will be considered an act of insubordination, which is grounds for termination.**

EMPLOYEE'S SIGNATURE (Indicates Receipt Only)

DATE RECEIVED

Copies to: