

**Texas Department of Criminal Justice
NOTIFICATION OF EMPLOYEE HEARING**

OIG Number: _____
MAUF Number: _____
EEO Number: _____

DATE: _____ EMPLOYEE NAME: _____ SSN: _____

UNIT or DEPT: _____ PAYROLL JOB TITLE: _____

You are scheduled for an employee hearing to be held
 in person telephonically via videoconference at _____ at _____ on _____
(Location) (am/pm) (mm/dd/yyyy)

The purpose of the employee hearing is to consider allegations that you committed the following rule violation(s) as referenced in the Listing of Employee General Rules of Conduct and Disciplinary Violations.

Level: _____ Number: _____ Rule Title: _____
Level: _____ Number: _____ Rule Title: _____

Synopsis of Incident:

The hearing will be conducted in accordance with the PERS 560, Guidelines for Employee Hearings, and a copy of these guidelines is being provided to you. These guidelines provide information relating to scheduling extensions, representatives, witnesses, and other related matters.

I do do not wish to appear at the employee hearing. I understand my failure to appear may constitute a waiver of the right to an employee hearing, and the employee hearing may be conducted in absentia.

- I wish to waive the 24 hours' Notice of Employee Hearing. I understand the reprimanding authority may reschedule the hearing to be held earlier than the date and time indicated above. If I have indicated that I wish to appear at the employee hearing, I will be notified in writing of the rescheduled time and date prior to the hearing.
- I do not wish to waive the 24 hours' Notice of Employee Hearing.

Today's Date: _____ If Notified in Person, Time Notified: _____ A.M. _____ P.M.

Employee Signature

Note to Employee: With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004 you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.

Notification of Rescheduled Employee Hearing:

The reprimanding authority has rescheduled the hearing to be held at a different date and time than indicated above. If later, and outside the applicable scheduling time frame, attach justification.

The rescheduled hearing will be held at: _____ at _____ on _____ (Employee Initials/Date & Time [am/pm])
(Location) (am/pm) (mm/dd/yyyy)

The rescheduled hearing will be held at: _____ at _____ on _____ (Employee Initials/Date & Time [am/pm])
(Location) (am/pm) (mm/dd/yyyy)

The rescheduled hearing will be held at: _____ at _____ on _____ (Employee Initials/Date & Time [am/pm])
(Location) (am/pm) (mm/dd/yyyy)