

**DISCIPLINARY ACTION****1.7.2****B. NOTICE OF PROPOSED DISCIPLINE**

Except in emergencies, or as authorized by law, Skelly-level suspensions, demotions, reductions in pay, or discharge, shall not be put in effect until the employee has received written notice advising the employee of the proposed action, the reason(s) therefore, the facts giving rise thereto, the proposed effective date, access to written material that formed a basis of the proposed action, and the opportunity to respond to the Department Head orally or in writing within five (5) working days, or other response deadline as specified in a Council approved Memorandum of Understanding, of receipt of such notice. If deemed necessary by the Department Head or the Human Resources Department, an employee may be placed on administrative leave with pay pending investigation of allegations that may lead to discipline.