



NOTICE OF UNSATISFACTORY SERVICE FOR CLASSIFIED EMPLOYEE

Name _____ Employee Number _____

College/Division _____ Classification _____

This Notice is issued for the period from _____ to _____

Recommendation for discipline (if any): _____

NOTE: Attach appropriate "Recommendation" form: C2005 – Suspension; C2012 – Demotion; C2004 - Dismissal

1. This Notice is issued for the following causes (see reverse side for a listing of causes):

2. The charges, which support the above causes, are specified on the attached page(s).

3. Informal and formal conferences and counseling were conducted with the employee on (attach additional pages as necessary): _____

4. The following directions and suggestions have been made to facilitate this employee's improvement (attach additional pages as necessary). If none, so state:

Immediate Supervisor Date

Employee Date

My signature indicates that I have received a copy of this Notice, and not that I necessarily agree with its content. I understand that I may forward a written statement to the Office of Employer-Employee Relations that will be attached to the original Notice in my Personnel File.

Next higher level supervisor Date

President, (Assoc. or Sr.) Vice Chancellor or Chancellor Date

Witness (in the event employee refuses to sign Notice) Date

Note: If employee is unavailable to sign, please send to Employer-Employee Relations for issuance by certified mail.

INSTRUCTIONS FOR PREPARATION AND ISSUANCE OF NOTICE OF UNSATISFACTORY SERVICE FORM

1. **Preparation** - Prepare an original and two (2) copies of the form as follows (refer to Personnel Guide B478):
 - (a) Indicate name, employee number, college, and classification at top of form.
 - (b) Enter the specific period during which the employee's services were unsatisfactory, making certain that the dates cited encompass the earliest and latest dates referred to in the Charges section.
 - (c) If discipline (suspension, demotion or dismissal) is recommended, indicate the level of discipline.
 - (d) In *section 3*, list the dates, if any, on which informal and formal conferences were held with the employee. Attach a sheet with a brief chronological synopsis of what was covered during each of those meetings.
 - (e) In *section 1*, indicate the *Causes* for issuing the Notice; choose one or more causes from among the following causes as set forth in Personnel Commission Rule 735 that best describes the unsatisfactory performance:
 1. Incompetence
 2. Inefficiency
 3. Insubordination
 4. Willful misconduct or any other willful failure of good conduct tending to injure the public service
 5. Inattention to or dereliction of duty
 6. Willful and persistent violation of the provisions of the Education Code, public policy, or of policies, rules, regulations, or procedures adopted by the Board of Trustees or the Personnel Commission
 7. Dishonesty
 8. Discourteous, abusive, or threatening language or behavior directed toward any person, including sexual harassment, racial harassment, or other legally prohibited actions or behavior
 9. Immoral conduct
 10. Appearing for work under the influence of alcohol or controlled substance or using alcohol or a controlled substance illegally while on duty
 11. Conviction of any controlled substance offense as defined in Education Code Section 87011
 12. Failure to abide by the conditions of an agreement regarding participation in an alcohol or substance abuse rehabilitation program
 13. Frequent unexcused absence or tardiness
 14. Abuse of leave privileges by habitual use of leave for trivial indispositions or by absence so frequent that the efficiency of the service is impaired
 15. Absence without leave or abandonment of position
 16. Failure to disclose material facts or the making of any false or misleading statement on any official document of the District or Personnel Commission
 17. Failure to report for a health examination after reasonable notice
 18. The discovery or development during an initial probationary period of any physical, emotional, and/or mental condition which precludes an employee from satisfactorily performing the essential duties of the position classification to which assigned
 19. Failure to disclose material facts regarding criminal records
 20. Failure to report for review of criminal records after reasonable notice
 21. One or more criminal convictions which indicate that the person is a poor employment risk in the job classification he/she holds
 22. Conviction of any sex offense as defined in Education Code Section 87010
 23. Engagement in political activities during assigned hours of employment
 24. Advocacy of overthrow of the government of the United States or the State of California by force, violence, or other unlawful means
 25. Knowingly becoming or knowingly remaining a member of the Communist Party on or after November 12, 1952, as defined in Education Code Section 88122
 26. Active participation by a management or confidential employee in the affairs of an employee organization which is an exclusive representative
 27. Unauthorized use or abuse of District or student body property
 28. Failure to successfully complete a training program or to meet a special entrance qualification that is required for a job classification
 - (f) In *section 2*, cite the *Charges* that support the causes on an attached sheet(s) of paper, if necessary.
 - (g) *Signatures* of supervisors and President (Associate or Sr.) Vice Chancellor or Chancellor must be in place **before** issuing the form.
2. **Issuance** - Arrange to meet with the employee to issue the Notice of Unsatisfactory Service. You should have a *witness* with you during the meeting.
3. **Signature** - Request that the employee sign Form C1065 as an indication that he/she has received a copy of the form. If the employee refuses to sign the form, have a witness sign Form C1065 as an indication that the employee received and/or was offered copy of the form. The employee (or witness) should sign form C1065 *and initial and date all other documents attached to it*. If the employee is not available to be served with the Notice, forward it to Employer-Employee Relations for service via certified mail.
4. **Distribution:**
 - a. *Original* – Forward to Employer-Employee Relations **immediately**.
 - b. *Copy 1* – To employee
 - c. *Copy 2* – College files.
 - d. *Original and Copy 1* – To Employer-Employee Relations if employee refused to sign or take copy or was unavailable to do so.