

**EUFAULA PUBLIC SCHOOLS
NOTICE TO EMPLOYEE OF
SUSPENSION WITHOUT PAY, DEMOTION OR TERMINATION**

TO:

On the [] day of [], [], an initial hearing was held concerning your employment status.
This will notify you of:

A. Suspension without pay as a disciplinary measure. You have been suspended from your employment without pay and other benefits as a disciplinary measure from [] [] , [] TO [] [] , []

B. Demotion Action. You have been demoted from to [] TO [] , with appropriate reduction in pay and other benefits, effective [] [] , [] .

C. Termination Action. You have been terminated, effective as of [] [] , [] .

The above action has been taken for the following cause/causes:

You are entitled by law to a hearing before the Board of Education on this action. If you desire to exercise this right, you must notify the Board of Education in writing within ten (10) working days of the postmark on the envelope in which this notice is sent.

FAILURE TO REQUEST A HEARING WITHIN THE ABOVE TIME WILL RESULT IN THE LOSS OF YOUR RIGHT TO A HEARING. ENCLOSED FOR YOUR CONVENIENCE IS A HEARING REQUEST FORM. IF YOU DESIRE A HEARING ON THE ABOVE ACTION, THE ENCLOSED HEARING REQUEST FORM SHOULD BE DELIVERED TO THE CLERK OF THE BOARD OF EDUCATION AT THE EUFAULA SCHOOL DISTRICT, 215 NORTH 6TH, P.O. BOX 609, EUFAULA, OKLAHOMA 74432-0609, OR MAILED BY CERTIFIED MAIL TO THE SAME PERSON AT THE SAME ADDRESS.

If you request a hearing you will be notified in writing of the date, time and place of the hearing. The hearing will be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of Education if the hearing request is received at least 10 days prior to the next, or the next succeeding, regularly scheduled Board of Education meeting. However, you have the right to request a special board meeting to conduct the hearing, which special meeting will be held no earlier than 10 days nor later than 30 days after receipt of your hearing request. You have the following hearing rights: the right to be present in person; the right to be represented by counsel of your choice; the right to present evidence and witnesses on your behalf; and the right to confront and cross-examine witnesses on behalf of the school administration. The board of Education at the hearing may affirm, modify or reverse the above action and may increase or decrease the severity of the above action. The decision of the Board of Education will be final.

Yours very truly,

Superintendent of Schools

Enclosure: Hearing Request Form