

# Disciplinary Hearing Summary Form

This form serves as an official record of the disciplinary hearing and the subsequent decisions made. It should be completed by the Hearing Officer and kept in the employee's personnel file.

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## 1. Employee Information

Employee Name:

Job Title:

Department:

Supervisor Name:

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## 2. Hearing Details

Date of Hearing:

Hearing Officer Name:

Employee Representative (if applicable):

Witnesses Present:

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## 3. Details of the Allegation

Date of Alleged Incident:

Summary of Allegations:

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## 4. Summary of Evidence & Discussions

Evidence Presented:

Employee Response / Mitigating Factors:

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## 5. Findings & Decision

Findings of the Hearing Officer:

Disciplinary Action Taken (e.g., Written Warning, Suspension, Dismissal):

Effective Date of Action:

Appeals Process Explained (Yes/No):

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## 6. Acknowledgement & Signatures

By signing below, the parties acknowledge that the hearing took place and the outcome has been communicated. The employee's signature does not necessarily indicate agreement with the decision.

Hearing Officer Signature:  Date:

Employee Signature:  Date: