



Division of Human Resources  
**24-HOUR MEETING NOTIFICATION**

MEMORANDUM

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
*Employee's Name*

FROM: \_\_\_\_\_  
*Principal / Supervisor*

\_\_\_\_\_  
*School / Work Location*

SUBJECT: 24-HOUR MEETING NOTIFICATION

You are hereby directed to report for a meeting with \_\_\_\_\_  
on \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ a.m. / p.m. (*circle one*).

Location of meeting: \_\_\_\_\_

The purpose of this meeting will be to discuss your:

- Attendance
- Criminal History
- Drug Test Results
- Job Performance
- Misconduct
- Progressive Discipline
- Other: \_\_\_\_\_

Your future employment status with Alachua County Public Schools or any disciplinary action to be taken against you may also be discussed. You have the right to have union representation at this meeting. It is your responsibility to contact your representative and to have him/her present. ***Failure to attend this meeting will be considered an act of insubordination, which is grounds for termination.***

\_\_\_\_\_  
*Employee's Signature (Indicates Receipt Only)*

\_\_\_\_\_  
*Date Received*

Copies to: _____
_____
_____