State of Alabama
Unified Judicial System
Form PERS-31 Rev. 10/08

NOTICE OF DISCIPLINARY ACTION

Date

Form PERS-31 Rev. 10/08	(Complete i	in triplicate)			
TYPE OF ACTION:	SUSPENSION	DEM	OTION		
PART I. Employee Identification					
Last Name	First	M.I.	Social Security Numb	oer	
PART II. Narrative					
	sciplinary action against you as n, you are advised of your right like on Part III of this form.				
	Return this form to me by	a.m	ı. / p.m. on		
Title of Administrator	Name of Administrat	or	Signature of Administrator		
PART III. Employee's Comm	ents				
Employee's Signature			Date		
Employee's Signature			Date		

PART	IV. Administrator's Decision (PERS 31, page 2)
1.	I have decided not to take disciplinary action against you at this time.
2.	This action is not subject to appeal since you have not earned permanent status in any class in the Alabama Unified Judicial System (UJS) during this term of your employment.
3.	You are hereby notified you will be suspended without pay from a.m. / p.m. on through a.m. / p.m. You will return to work at a.m. / p.m. on
4.	You are hereby notified you will be demoted from your present classification to effective as of a.m. / p.m. on Your biweekly salary will be
5.	DEMOTIONS: You are hereby advised that if you wish to appeal this action to the UJS Employee Appeals Board, you must within ten (10) calendar days after the effective date of this action notify the Administrative Director of Courts , 300 Dexter Avenue , Montgomery AL 36104 .
6.	SUSPENSIONS: Suspensions are not appealable. However, you may request a hearing before a neutral third
	party. To request a hearing, you must within ten (10) calendar days after the effective date of this action notify the Administrative Director of Courts, 300 Dexter Avenue, Montgomery AL 36104.
Adminis	
_	Administrative Director of Courts, 300 Dexter Avenue, Montgomery AL 36104.
_	Administrative Director of Courts, 300 Dexter Avenue, Montgomery AL 36104. Strator's Signature Date Date DEMOTIONS: I do / do not (circle one) intend to appeal by letter to the Administrative Director of Courts, and understand it must
_	Administrative Director of Courts, 300 Dexter Avenue, Montgomery AL 36104. Strator's Signature Date Demotion: Demotion: Demotion: I do / do not (circle one) intend to appeal by letter to the Administrative Director of Courts, and understand it must be done within ten (10) calendar days after the effective date of the action if the appeal is to be considered.
_	Administrative Director of Courts, 300 Dexter Avenue, Montgomery AL 36104. Strator's Signature Date Date DEMOTIONS: I do / do not (circle one) intend to appeal by letter to the Administrative Director of Courts, and understand it must