



CITY OF GARDENA

_____ **DEPARTMENT**

DATE: _____

RE: _____

TO: _____

FROM: _____

BACKGROUND

VIOLATION OF PERSONNEL RULES AND REGULATIONS AND DEPARTMENT POLICIES

- *Personnel Rules and Regulations*, Section;
- *GMBL Bus Operator Manual*, Section.....

PROPOSED DISCIPLINARY ACTION TO BE TAKEN

NOTICE OF RIGHT TO RESPOND OR APPEAL

Signed by: _____

Date: _____

Title: _____