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**MEMORANDUM**

[Date]

**Transmitted via [*method of delivery, i.e.,* electronic mail, hand delivery, certified mail, USPS mail, or any combination thereof]**

TO: [Name], [Title]

 [Department and Division]

 [Address]

 [City, State, Zip Code]

RE: Name-ClearingOpportunity – Information Contained in Investigation Findings

This is a notice that the investigation concerning [summarize investigation findings] has concluded. You have a right to respond to the findings.

**Factual Basis for Information**

Specifically, on [date], you [facts of the incident/situation, including rule/code of conduct, policy, or procedure that was violated].

**Employment History** [*optional, delete if not including*]

Additionally, [add employment history, including employee’s start date and disciplinary history or notifications of similar conduct if applicable and relevant]

You are entitled to a Name-Clearing meeting with [appropriate department/division representative]. The purpose of a Name-Clearing meeting is not for disciplinary purposes but to give you an opportunity to respond to the investigation findings. The information presented may be verbal or written. Please check the appropriate box on the attached Name-Clearing Meeting Option Form to indicate whether you would like a meeting.

A representative from Human Resources and a management representative from [employee’s division] may also be present. [*If the employee is represented, include:* Your union representative may attend and present information on your behalf. Outside legal counsel is not permitted. Please check the appropriate box on the attached Name-Clearing Meeting Option Form to indicate whether you would like a union representative to attend the meeting].

If you do not wish to have a Name-Clearingmeeting, you may present written materials. Please check the appropriate box on the Name-ClearingMeeting Option Form attached to indicate whether you would like to present written materials.

**Please return a signed copy of this letter and the Name-Clearing Meeting Option Form in the attached self-addressed stamped envelope.**

Sincerely,

[Name]

[Title]

[Department/Division]

Attachment: Name-ClearingMeeting Option Form

**I have received the original and one copy of this letter, and the attached Name-ClearingMeeting Option Form** (advising me of my Name-Clearingrights and options) on this date. My signature does not necessarily signify an acknowledgment of the investigation findings.

Signature Date

cc: [Guild/Union representative]

[County Investigator]

[Employee’s Supervisor]

[Employee’s HR Manager]

[Labor Negotiator’s name], Office of Labor Relations

Personnel File

|  |
| --- |
| Name-Clearing Meeting Option Form |

This form is an attachment to the letter addressed to you, [Employee name], titled “Name-ClearingOpportunity – Information Contained in Investigation Findings,” dated [date].

[*If applicable, include* Although you left County employment prior to the conclusion of the investigation into this matter, the Division has concluded its investigation and you have a right to an opportunity for a meeting regarding the information in the investigation findings.] This is called a “Name-Clearing” meeting. The purpose of the meeting is to provide you with an opportunity to respond to the information contained in the investigation findings prior to placement in your personnel file. Please check your desired option(s) below:

|  |
| --- |
| I wish to have a Name-Clearing meeting. **Yes No**If you answered***Yes*** to the question above and you are represented by a union, please check the following: I wish to have union representation at the Name-Clearing meeting. **Yes No N/A**I do not wish to have a Name-Clearing meeting but am enclosing written materials in response to the findings. **Enclosing written materials** |

Return this page to [department rep/contact info] by [date].

If you choose to have a Name-Clearing meeting, we will immediately begin the process of scheduling the meeting and will contact all necessary parties. [*If the employee is represented:* It is your responsibility to contact your union representative.]

**If you do not return this form by [date], you will waive your right to respond to this matter and the matter will be considered closed.**