



Waiver of right to pre-termination hearing

For classified staff only

Pursuant to Arizona State University Staff Personnel Policies and Procedures **SPP 809 Discipline** and **SPP 1011 Involuntary Terminations**, you are entitled to a pre-termination hearing prior to the effective date of termination stated in your **Notice of Intent to Recommend Termination**.

The purpose of the pre-termination hearing is to determine:

- (a) whether reasonable grounds exist to substantiate the allegations against you; and
- (b) if those grounds exist, whether they support the sanction of termination.

If you elect to proceed with the pre-termination hearing, the hearing body will consist of the employee, the employee’s supervisor or department representative and the ASU hearing officer.

You may waive your right to the pre-termination hearing. If you elect to do so, you are still entitled to file a grievance with the university, pursuant to **SPP 901 Grievance Process**.

I, _____, elect to waive my right to the pre-termination hearing and understand that my employment at Arizona State University will terminate on the date specified in my **Notice of Intent to Recommend Termination**.

I freely elect to waive my right to the pre-termination hearing. No agent or representative of ASU has requested, demanded or encouraged me to waive this right, nor has any individual made any promise(s) in exchange for my decision to waive this right.

Employee Signature

Date

Print Name

Return completed form to:

Tempe Campus
Office of Human Resources
1100 E. University Drive
PO Box 871304
Tempe, AZ 85287-1304

FAX 480.993.0001