

FORM D  
**NOTICE OF DISCIPLINARY HEARING**

<b>EMPLOYEE:</b>	<b>DATE:</b>
<b>OFFICE/DEPT:</b>	

**RE: YOUR REQUEST FOR A DISCIPLINARY HEARING FILED ON**

<b>YOUR HEARING SHALL TAKE PLACE</b>		
<b>DATE:</b>	<b>TIME:</b>	<b>PLACE:</b>

1. YOU MUST BRING WITH YOU AN ORIGINAL AND ONE COPY OF WRITTEN MATERIALS YOU WISH ME TO EXAMINE.
2. YOU HAVE THE RIGHT TO TESTIFY AND YOU ARE PERMITTED TO BRING WITNESSES TO THE HEARING WHO WILL BE PERMITTED TO TESTIFY ON YOUR BEHALF.
3. AFTER YOU AND/OR YOUR WITNESSES HAVE TESTIFIED, I MAY EXAMINE YOU AND YOUR WITNESSES AND I MAY EXAMINE OTHER WITNESSES AS MAY BE NECESSARY TO THE DETERMINATION OF DISCIPLINARY ACTION. YOU WILL BE PERMITTED TO EXAMINE ANY WITNESSES THAT I HAVE CALLED TO TESTIFY AFTER I HAVE EXAMINED THEM.
4. NO PERSONS OTHER THAN THE YUMA COUNTY HUMAN RESOURCES DIRECTOR (OR DESIGNEE), YOU, YOUR WITNESS, WITNESSES I MAY CALL, AND MYSELF SHALL BE PERMITTED TO BE PRESENT IN THIS HEARING UNLESS I PERMIT OTHERWISE. IF YOU HAVE RETAINED A REPRESENTATIVE TO REPRESENT YOU, THAT REPRESENTATIVE MAY BE PERMITTED TO EXAMINE WITNESSES I HAVE CALLED TO TESTIFY. AGENCY HEADS MAY REQUEST THE COUNTY ATTORNEY BE PRESENT AT THE HEARING.
5. PRESENCE AT HEARING: **(A)** EMPLOYEE IS ALLOWED TO BE PRESENT IN PERSON IN THE HEARING ROOM DURING THE HEARING; **(B)** WITNESSES WILL NOT BE ALLOWED IN THE HEARING ROOM UNLESS TESTIFYING; **(C)** THE HUMAN RESOURCES DIRECTOR WILL BE PRESENT IN PERSON IN THE HEARING ROOM DURING THE HEARING; **(D)** THE HEARING AGENCY HEAD WILL BE PRESENT DURING THE HEARING; **(E)** EMPLOYEE'S REPRESENTATIVE, IF ANY, MUST BE PRESENT IN PERSON IN THE HEARING ROOM DURING THE HEARING; **(F)** OTHER PERSONS AS MAY BE PERMITTED BY THE AGENCY HEAD.

<hr/> <i>(Agency Head Signature)</i>	<b>DATE:</b>
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**A COPY OF THIS NOTICE MUST BE FILED WITH THE HUMAN RESOURCES DIRECTOR**

**CONFIDENTIAL**  
**UNAUTHORIZED DISCLOSURE PROHIBITED BY COUNTY ORDINANCE**