

**NOTICE OF GRIEVANCE HEARING**  
G-STEP 4

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

**RE:** YOUR REQUEST FOR A GRIEVANCE HEARING FILED ON: \_\_\_\_\_.

<b>YOUR GRIEVANCE 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 ANY WRITTEN MATERIALS YOU WISH ME TO EXAMINE.
  
2. YOU HAVE A RIGHT TO TESTIFY AND YOU ARE PERMITTED TO BRING WITNESSES TO THE HEARING WHO WILL BE PERMITTED TO TESTIFY ON YOUR BEHALF. YOU MUST NOTIFY THE HUMAN RESOURCES DEPARTMENT OF THE NAMES OF THE WITNESSES AND THE HUMAN RESOURCES DEPARTMENT SHALL NOTIFY THE APPROPRIATE AGENCY HEAD AND THE WITNESSES OF THE DATE, TIME, AND PLACE OF THE HEARING.
  
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 THE GRIEVANCE. 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, YOU, YOUR WITNESSES, WITNESSES I MAY CALL, AND MYSELF SHALL BE PERMITTED TO PARTICIPATE IN THIS HEARING UNLESS I PERMIT OTHERWISE. IF YOU HAVE RETAINED AN ATTORNEY TO REPRESENT YOU, THAT ATTORNEY MAY BE PRESENT WITH YOU AND AID YOU IN YOUR PRESENTATION OF YOUR GRIEVANCE BY EXAMINING YOU AND YOUR WITNESSES AT THE HEARING, AND YOUR ATTORNEY MAY BE PERMITTED TO EXAMINE WITNESSES I HAVE CALLED TO TESTIFY. THE AGENCY HEAD MAY REQUEST THAT THE COUNTY ATTORNEY BE PRESENT AT THE HEARING.
  
5. PRESENCE AT HEARING: (A) GRIEVANT MUST 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) GRIEVANT'S ATTORNEY, IF ANY, MUST BE PRESENT IN PERSON IN THE HEARING ROOM DURING THE HEARING.; (F) OTHER PERSONS AS MAY BE PERMITTED BY THE HEARING AGENCY HEAD.

**NOTICE SERVED:** (1) PERSONALLY [ ] BY ME [ ] PROCESS SERVER  
(2) REGISTERED MAIL TO LAST KNOWN ADDRESS [ ]

**A COPY OF THIS NOTICE MUST BE FILED WITH THE HUMAN RESOURCES DIRECTOR**