

**Draft Letter Setting Forth Guidelines for Hearing at the Chief Administrative
Officer (Final Management) Stage of the Grievance Process**

(date)

(name)
(street address)
(city), (state) (zip)

RE: Grievance No. _____

Dear **Mr./Ms. (name)**:

My letter serves to confirm the scheduled date of your grievance hearing before the [Chief Administrative Officer or designee]. The hearing will begin at _____**a.m./p.m.** on **(day), (date), 2005**, in the **(name of conference room), (address), (city), Virginia**.

All parties have agreed to this date. **(Name)**, has been delegated by the [Chief Administrative Officer] to hear your grievance (“the hearing official). **Mr./Ms. (name)** asked that I inform you of the following procedural guidelines for the hearing:

Time Limits - Both you and **(department director’s name)**, or your representative, will each be permitted a total of thirty (30) minutes for presentation of the grievance and the response thereto. Five (5) minutes shall be allowed to each party for summation and closing remarks.

Presentation Order - As the grievant, you or your representative, if any, shall first present your case appealing the action which is the basis for your grievance. **Mr./Ms. (name)** or **his/her** representative, will then present **his/her** position in support of the action or event which led to the grievance. You or your representative shall have the right to rebut **Mr./Ms. (name)** or **his/her** representative’s comments made during **his/her** presentation.

Cross-Examination - All questions of you, **Mr./Ms. (name)** and witnesses shall be directed to and asked by the hearing official, **Mr./Ms. (name)**. **Mr./Ms. (name)** will not ask questions which are not relevant to the proceedings.

Exhibits and Witnesses - Both sides may present evidence in the form of exhibits and witnesses. A copy of all documents to be used in the hearing must be provided to the opposing side, **Mr./Ms. (name)** and me by the start of the hearing. Witnesses shall be present only while actually providing testimony.

The hearing is generally conducted on an informal basis, and the rules of evidence are not strictly followed. The time period for all activities associated with this hearing is two hours and shall not exceed 4 p.m.

All procedural issues are resolved by the hearing official.

[The proceedings are tape-recorded.]¹

If you have questions, please give me a call.

Sincerely yours,

Personnel/Human Resources Director

cc: [County, City, Town Chief Administrative Officer]
[Hearing Officer]
[County/City/Town] Attorney
Department Director

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¹ Tape-recording is not required by statute. If you plan on tape-recording, it is prudent to advise the grievant in advance. The grievant may request a copy of the tape later, so bear that in mind when you make your decision whether or not to tape the hearing.