



HUMAN RESOURCES DEPARTMENT

Pre-Hearing Conference Checklist

Instructions: In accordance with Civil Service Rule 11.14, the Civil Service Commission ("Commission") may require the parties to attend a pre-hearing conference on a date/time specified by the Commission. The purpose of this checklist is to assist non-represented employees in preparing for the pre-hearing conference. Additional pages may be attached if more space is needed. This form and all attachments must be served on the other party and filed with the Commission, via the Human Resources Department, at least 5 business days prior to the pre-hearing conference.

APPELLANT INFORMATION

Name:

Position/Dept:

Appeal Date:

(To be provided by HR)

Pre-Hearing Conference Date:

(To be provided by HR)

STATEMENT OF FACTS

☐ Explain the facts of the case. Include any facts that you believe are not in dispute, meaning that you and the City agree as to how an incident occurred (i.e. parties involved, events that occurred, etc.).

WITNESS LIST

☐ Please list all potential witnesses that you anticipate calling to provide testimony.

EXHIBIT LIST

☐ Please list all exhibits (documents, records, videos, etc.) that will be used to support your case.

EVIDENTIARY ISSUES

☐ Please identify any potential evidentiary issues that will be raised in your case. Evidentiary issues pertain to proving the facts that support your contentions in the case, or showing that the City is unable to prove certain facts, whether through documents, videos, testimony, etc.

AFFIRMATIVE DEFENSES

- ☐ Please identify any potential affirmative defenses that will be raised in your case. An affirmative defense is a fact or set of facts that would negate or mitigate the consequences, even if the City's allegations against you are true.

POTENTIAL LEGAL ISSUES

- ☐ Please identify any potential legal issues that will be raised in your case. This may include any laws or legal principles that you believe have a bearing on the issues in the case.

TIME ESTIMATE

- ☐ Please estimate the approximate amount of time necessary for the Commission to hear your case.

I estimate that I will need _____ hours to complete my case.

DATES OF UNAVAILABILITY

- ☐ Please indicate any dates within the next 90 days that you are unavailable.