



**D.C. GOVERNMENT
RECONSIDERATION AND RESOLUTION COMMITTEE**

Employee

Date:

Review No.

Agency

AGENCY SUPERVISOR
Notice of RRC Panel Review

TO:

Agency Supervisor

The agency supervisor is hereby advised that a Request for Review of Performance Rating has been received from the employee listed above and a panel review scheduled for the above referenced matter. The agency is required to have an agency representative for this review which is scheduled as follows:

Date:

Time:

Location:

Witnesses are the sole responsibility of the employee or agency. However, the Reconsideration and Resolution Committee must receive, from both parties, written notification at least three (3) calendar days prior to the review date advising the Committee of the name, mailing address, email address, if any, and phone number of each witness. In addition both parties are required to provide a written statement as to what each witness will testify to and the expected length of the testimony. Please note that for performance rating review cases which involve a hearing, the agency supervisor is considered a witness for the agency.

The agency must provide any supporting documentation or materials relative to the performance rating assigned five (5) calendar days before the scheduled hearing date.

Both parties are to provide each other with any documentation submitted to this Committee.

Failure of the employee to appear may cause the case to be terminated with prejudice.

Failure of the agency to appear may result in a judgment for the employee.

Any questions may be addressed to the agency Coordinator, RRC.