



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

Employee

Date:

Review No.

Agency

**EMPLOYEE
Notice of RRC Panel Review**

TO:

Employee

The employee having been granted the right, pursuant to the District Personnel Manual (DPM), Chapter 14, "Performance Management, to a panel review before the agency Reconsideration and Resolution Committee (RRC) is hereby advised that the employee may be self-represented or be represented by a person of the employee's choice to include legal counsel.

A panel review is hereby 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.

The employee 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.

Revised 4/9/10