



SUGGESTED FORMAT (SCRIPT) FOR CONDUCTING RRC PANEL REVIEW

Good morning. Today is _____. The time is _____.
I am _____, the Chairperson of the (agency name) _____ Reconsideration and Resolution (RRC) Committee panel, which will conduct the performance rating review of _____, an employee of the _____, agency. The Review # is _____.

The other panel members are _____ and _____.

This performance rating review will be an impartial proceeding. All parties were duly and timely notified of this review. This review will be closed to the general public. Attendance will be limited to persons having a direct connection with the or with the Reconsideration and Resolution Committee.

This is the performance rating review request of _____ who was employed as a _____ at the time s/he filed this request. The agency supervisor and reviewer determined that Ms/Mrs./Mr. _____'s performance rating for the period of October 1, _____ through September 30, _____ was _____. Ms/Mrs./Mr. _____ contends his/her performance should have been rated as _____.

Each party has the right to representation of his/her choice, including legal counsel. Each party has the right to call and cross-examine witnesses who will participate. The other RRC panel members and I have the right to ask questions of either party at any time, or to comment at any time. Witnesses should be identified by name, title and relevance to this case.

All witnesses who are not testifying will be sequestered while other witnesses are testifying. You are cautioned to refrain from discussing your testimony with other persons as you wait to be called to testify.

This RRC Panel Review is to be informal; however, professional decorum shall be the order of the day. Any evidence/testimony which is determined to be unduly repetitious or irrelevant will be excluded. This review will be recorded and the recording will be the official recording of this matter.



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The ORDER OF THE REVIEW WILL BE AS FOLLOWS:

Step	Action	Responsible Party
1.	Brief opening statement of employee and agency	Both parties
2.	Employee presents evidence about the rating	Employee and representative
3.	Direct Questioning of employee's witness(es)	By employee representative
4.	Cross Examination of employee's witness(es)	By employer
5.	Agency presents its case	By agency representative
6.	Direct Questioning of agency witness(es)	By agency representative
7.	Cross Examination agency witness(es)	By other party

The panel will evaluate all evidence and make specific finding of facts and conclusions based solely upon substantial pertinent evidence and the appropriate District government regulations.

The panel will render a written final decision within a reasonable period of time and this Final Decision will be submitted to the Agency and to the Employee.

WE ARE NOW READY TO BEGIN