

Hearings Diagram

See Chapter 8 Part A, Section VI. The language in the Board Rules is controlling.

Employee or applicant must file an appeal with the Board using the Consolidated Appeal/Dispute Form within **10 days** of receipt of the written notice of the action, or if no notice was required, no later than **10 days** after the employee knew or should have known of the alleged improper action. Part A, Section I.

For most disciplinary actions and actions that impact a certified state employee's pay, status, or tenure, the appeal proceeds to a hearing under Part A, Section VI.

Discretionary appeals go through the Preliminary Review process under Part A, Section IV. If the Board grants a hearing after the Preliminary Review process, then the appeal proceeds to a hearing under Part A, Section VI.

The ALJ will issue a Notice of Hearing or a Notice of a Scheduling Conference.

The parties must disclose information to the other side **21 days** from the Notice of Hearing.

Parties engage in discovery and hearing preparation.

The parties file Prehearing Statements with the Board **15 days** prior to the hearing.

The Board has a template Prehearing Statement on its website.

Hearing

ALJ issues an Initial Decision.

The parties may request the Board to review the Initial Decision or other final order. Part A, Section VII.