

TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Procedure

Section 6.7

**EMPLOYEE DUE PROCESS HEARING FACT FINDING
SUMMARY OUTLINE**

Identifying Information:

Date, time, place of conference

Name, titles, roles of individuals attending

Charges:

Specify alleged statutory grounds and County Board policy infraction

_____ is accused of violating: Section 124.34 of the
O.R.C. _____; Policy: _____ Contract Provision:

Summary of Statements of Witnesses:

Include factual evidence; i.e., dates, times, written testimony or reports substantiating the position of Leadership and the position of the employee. Organize the report using Leadership Position and Union Position format.

Conclusions of Hearing Officer:

Conclude whether or not the specific allegations are based in fact and any evidence or documentation that substantiates conclusion.

Attachment:

Notarized statement of witnesses.

Supporting documentation submitted to the hearing officer by either party

Adopted: 6/25/2012