



**TOWN OF MARANA
PERSONNEL ACTION REVIEW BOARD**

APPEAL HEARING NOTICE

Date: Wednesday September 9, 2015 and Thursday, September 10, 2015
Time: September 9, 2015 at 9:00 a.m. and September 10, 2015 at 9:00 a.m.
Place: Town of Marana, Conference Room, 2nd Floor
11555 W. Civic Center Dr.
Marana, AZ 85653

HEARING IN THE MATTER OF:

**Robert Clements
Appeal of Termination
Planning Department**

Kisha McCabe, Assistant Director, Human Resources Department

Pursuant to A.R.S. §38-431.02, notice is hereby given that a hearing will be conducted at the time and date set forth above on the matter(s) herein described. On the hearing date set forth above, and on any subsequent date or dates to which this hearing may be continued, the Marana Personnel Action Review Board (PARB) may conduct one or more Executive Sessions for any or all of the following purposes:

- a. Discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee, or employee of the Town of Marana, pursuant to A.R.S. §38-431.03 (A)(1); and/or
- b. Discussion or consideration of records exempt from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law, pursuant to A.R.S. §38-431.03 (A)(2).
- c. Discussion or consultation for legal advice with the attorney or attorneys of the PARB pursuant to A.R.S. §38-431.03 (A)(3); and/or
- d. Discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the Commission's position in pending or contemplated litigation, or in settlement discussions conducted in order to avoid or resolve litigation, pursuant to A.R.S. §38-431.03(A)(4);

Requests for continuances must be received in writing, with specific justification, and received by the Human Resources Director, not less than seventy-two (72) hours prior to the scheduled hearing. Requests for continuances received less than 72 hours in advance of the hearing may not be acted upon by the Personnel Action Review Board. If the employee or his or her representative is making the request, it must also include an acknowledgement that the employee is waiving the right to a hearing within the sixty (60) day period prescribed by Town of Marana Personnel Policies and Procedures Section 5-6-7(B). In the event that the decision of the appointing officer is overturned, the Personnel Action Review Board may decline to award back pay for the time of any continuance granted at the request of the appellant.

SUBPOENAS MUST BE REQUESTED AS FAR IN ADVANCE AS POSSIBLE. PLEASE PROVIDE 5 COPIES OF ANY EXHIBITS YOU PLAN ON HAVING ADMITTED INTO EVIDENCE IN ADDITION TO THOSE FOR YOURSELF, OPPOSING COUNCIL, AND THE TESTIFYING WITNESS. APPELLANT'S EXHIBITS ARE TO BE IDENTIFIED/DESIGNATED BY NUMBERS; TOWN EXHIBITS ARE TO BE IDENTIFIED/DESIGNATED BY LETTERS BEGINNING WITH "B" (EXHIBIT A SHALL CONSIST OF THE NOTICE OF HEARING, Personnel Action Form (INCLUDING ATTACHMENTS) AND APPELLANT'S NOTICE OF APPEAL (WITH ANY ATTACHMENTS)).

This Notice is being sent to the last known address on file in the Human Resources Department. It is employee's responsibility to notify Human Resources of any change in address.

Date Posted: 8/28/15

Date Filed: