

WARREN COUNTY PARKS AND RECREATION DEPARTMENT

Disciplinary Guideline/Policy Appeal Procedure

1. After initial suspension/disciplinary letter is received via certified mail, the individual subject to suspension (the "Appellant") has five (5) working days to submit a written request stating his/her desire to appeal the suspension to the Warren County Recreation Commission Chairman.
2. The suspension/disciplinary letter and all other relevant materials will then be forwarded to the Disciplinary Sub-Committee of the Warren County Recreation Committee for review.
3. A meeting will then be set within five (5) working days of the receipt of the written request to appeal the suspension, and at such meeting, the Appellant can appear before the sub-committee and plead his/her case. This meeting will be set at the discretion of the Warren County Recreation Commission Chairman.
4. The sub-committee shall notify the Appellant of the date, time and place of such meeting and shall post the same notice of such meeting on the County website and at the following locations: (i) County Government Center; (ii) Raymond E. Santmyers Youth Center; and (iii) Warren County Community Center.
5. The sub-committee will hear testimony from the Appellant and relevant testimony from any witnesses. The Appellant may introduce relevant evidence and the sub-committee shall hear arguments from the Appellant.
6. The Appellant has the burden to prove by a preponderance of the evidence that his/her suspension period was in error and should be reduced or overturned.
7. After hearing all of the testimony and considering all of the evidence, the sub-committee has the option of reducing, increasing, or overturning the suspension period.
8. After the sub-committee meeting, the Appellant will be notified by the Warren County Recreation Commission Chairman within 48 hours of the sub-committee's decision.
9. Sub-committee's decision is final and CANNOT be appealed.

REVISED DECEMBER 6, 2011