



1. PREPARE FOR YOUR APPEAL BY:

Reading and copying all relevant statutes and regulations which apply to your complaint or problem.

<http://www.lrc.ky.gov/KRS/018A00/CHAPTER.HTM>

<http://www.lrc.ky.gov/kar/TITLE101.HTM>

Looking for other cases similar to yours by:

Asking fellow employees.

Requesting copies of "Recommended Orders" and "Final Orders" of recent cases similar to yours. <http://www.personnelboard.ky.gov/>

Visit the location where the hearing will be held. <http://www.personnelboard.ky.gov/>

Watch a hearing take place. <http://www.personnelboard.ky.gov/>

Submit a written request to your agency for all documents which you will need for your hearing.

File a witness list as required by the regulations.

Serve subpoenas upon all witnesses that you will need for the hearing. *(Remember, you are responsible for the transportation costs to and from the hearing).*

If a pre-hearing is held, be prepared to cite the specific statutes and regulations under which your rights have been violated. Also, explain clearly what you are asking the board to do. Talk to your witnesses BEFORE the hearing. Make sure you know what they will say before they say it.

2. THE HEARING:

The Hearing Officer will open the proceedings.

The Hearing Officer will announce which party has the "burden of proof."

You may give a brief, opening statement and identify what your evidence will prove.

The hearing officer will decide which side presents their argument first. Each side will have an opportunity to ask the witnesses' questions and to ask follow up questions. Do not repeat what has already been said or asked. Limit your questions to matters which need to be clarified or explained based on the questions asked by the agency's attorney. Continue the process with all of your witnesses.

3. When you testify:

Tell the truth, you will be under oath.

Tell your story in an organized, concise and direct manner. Start at the beginning and chronologically describe what happened. DO NOT RAMBLE or discuss issues that do not directly relate to the facts of your case.

When you finish, be prepared to answer questions from the agency's attorney.

4. After you are finished, the agency will present its argument.

5. After all witnesses have testified, all parties will be given an opportunity to give a closing statement or "summary."

Your summary should be short but complete.

Restate what you believe that your evidence has proven.

Summarize the evidence to show the hearing officer how you have proved your case.

Clarify what you want as a resolution of your appeal. Tell the hearing office exactly what you want the board to do.

6. WAIT FOR THE DECISION

After you receive the decision, you must decide if you want to accept it or appeal it. Refer to the statutes and regulations to determine the process to appeal a decision you disagree with.

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