

COMMONWEALTH OF VIRGINIA
EMPLOYEE GRIEVANCE PROCEDURE
APPOINTMENT OF HEARING OFFICER

FORM B

EXHIBIT #25

Qualifying grievances that are not resolved through the resolution steps may be advanced to a hearing which shall be the final step in the grievance procedure. The Director of the Department of Employment Dispute Resolution (EDR) shall assign a hearing officer to conduct the grievance hearing. All hearing officers shall be selected from EDR's Division of Hearings or on a rotating basis from the list of hearing officers maintained by the Supreme Court of Virginia.

TO: Director, Department of Employment Dispute Resolution
One Capitol Square
830 East Main Street, Suite 400
Richmond, Virginia 23219

Section A: Agency Request

Agency/Address: _____	
Issue/Date: _____ / _____	
Agency Contact Person: _____	
Contact Numbers: Phone: _____ Fax: _____	
Agency's Representative at Hearing: _____	Telephone Number: _____
Requested by (signature): _____	Date: _____

Section B: Grievant Information

Name and Mailing Address: _____	
Work Facility /Location: _____ / _____	
Telephone Numbers: Home: _____ Work: _____	
Status of Other Pending Grievance(s) By Employee: _____	
Other Employee Grievance(s) Arising From Same Incident: _____	

Section C: Response from Director of EDR

<i>The following hearing officer is assigned in compliance with §2.2-3005 (B) of the Code of Virginia to conduct the grievance hearing.</i>	
Name: _____	
Address: _____	
City/State/Zip: _____	
Phone: _____	Date of Appointment: _____



