

## **Notice of Pre-Hearing Conference**

Before the City of Pacific Civil Service Commission

A pre-hearing conference for the appeal filed by John Calkins regarding his one day suspension from employment by the City of Pacific is scheduled for Friday, March 27, 2015, beginning at 6:00 p.m. The conference will be conducted before the Pacific Civil Service Commission at the Pacific City Hall, in the council chambers.

The purpose of the pre-hearing conference is to identify, clarify, and simplify issues.

The parties are advised to bring preliminary witness lists and potential exhibit lists as well as their calendars to the conference so that a hearing schedule can be established. The hearing schedule that will be issued shortly after the pre-hearing conference may include deadlines for exchange of information between the parties, possible stipulations regarding certain evidence or witnesses, and other provisions needed in order to provide a fair and orderly hearing process before the Commission.

Each party is free to represent themselves through the hearing process, or, at their own discretion and expense, either party may designate a representative of their choice. The Parties are responsible for providing the Commission and the other party with written notice of representation, if such party desires that future notices and service be made upon such personal representative.

Gail Bennett  
Civil Service Secretary/Chief Examiner