CITY OF TUCSON
CIVIL SERVICE COMMISSION

SPECIAL MEETING NOTICE

Date:	February 5, 2016
Time:	9:00 A.M.
Place:	Tucson Fire Main Station 300 S. Fire Central Place, Conference Room #121 Tucson, AZ 85701

HEARING IN THE MATTER OF:

Victoria Tilghman
Appeal of Termination
Finance Department

Rebecca Hill, Interim HR Director
Human Resources Department

Pursuant to A.R.S. Subsection 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 Civil Service Commission 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 City of Tucson, 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 Commission 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 <u>in writing</u>, with specific justification, and received by the Secretary of the Civil Service Commission, 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 Civil Service Commission. 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 forty-five (45) day period. In the event that the decision of the appointing officer is overturned, the Civil Service Commission 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 8 COPIES OF EXHIBITS YOU PLAN ON HAVING ADMITTED INTO EVIDENCE FOR THE RECORD, COMMISSION, YOURSELF, OPPOSING COUNCIL, AND THE TESTIFYING WITNESS. APPELLANT'S EXHIBITS ARE TO BE IDENTIFIED/DESIGNATED BY NUMBERS; CITY EXHIBITS ARE TO BE IDENTIFIED/DESIGNATED BY LETTERS BEGINNING WITH "B" (EXHIBIT A SHALL CONSIST OF THE NOTICE OF HEARING, PARF WITH ATTACHMENTS AND APPELLANT'S NOTICE OF APPEAL WITH ANY ATTACHMENTS.

This Notice is being sent to 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: December 7, 2015
Date Filed: November 25, 2015