

**STATE EMPLOYEE GRIEVANCE COMMITTEE**

**LIST OF NAMES OF WITNESSES**

**Regulation 19-718.07 (C) (1) of the State Employee Grievance and Appeals Regulations provides that the covered employee and the agency, or their designated representatives, shall exchange witness lists which must be received by the other party no later than five (5) calendar days prior to the hearing. To facilitate this exchange, you may use this form provided by the Human Resources Division to list the names of your witnesses who will appear on your behalf at the State Employee Grievance Committee hearing.**

**In addition, Regulation 19-718.07 (E) (7) provides that, at the beginning of the hearing, each party shall provide to the Secretary of the designated committee panel a list of representatives and witnesses. Representatives who will testify must be listed as both a representative and a witness. You may also use this form to submit your list of witnesses to the Secretary of the designated Committee panel.**

Witnesses for Appellant, if any: \_\_\_\_\_

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Witnesses for Employing Agency, if any: \_\_\_\_\_

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