

8. *Americans with Disabilities Act (ADA) Accommodation:* You shall notify the TDCJ accommodation coordinator, Employee Relations, Human Resources Division, if you require an accommodation.
9. *Time Reporting and Expenses:*
 - a. Your attendance at the employee hearing and attendance by an employee acting as a witness will be considered official business, and you and any employee acting as a witness will be released by the supervisor on paid time during working hours. You and any employee acting as a witness shall provide sufficient advance notice to the supervisor to ensure adequate staffing.
 - b. The TDCJ will not pay compensation or reimburse the expenses of a representative, whether the representative is a state employee or an individual from outside state service. Appearance as a representative at an employee hearing is not official business. If an employee acting as a representative attends an employee hearing held during working hours, that employee shall obtain prior approval to use accrued leave or, if accrued leave is not available, leave without pay to attend the employee hearing.
10. *Copies of Investigative Files:* At the time of this notification, you were provided a copy of the applicable prehearing investigation report along with support documentation that is subject to disclosure and being used as evidence. To request to obtain copies of evidence that is not subject to disclosure, such as confidential portions of OIG and EEO reports, you shall request the documents in writing through a public information request. The request will be processed in accordance with the *Public Information Act*.
11. *Dismissal Recommended:* If the employee hearing results in a dismissal recommendation, you will have the opportunity to request independent dismissal mediation in accordance with PD-35, "Independent Dismissal Mediation and Dispute Resolution."
12. *Grievance:* You may submit a grievance in accordance with PD-30, "Employee Grievance Procedures," relating to disciplinary action after it has been imposed.

Employee Signature

(mm/dd/yyyy)