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Title 22@ Social Security

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Division 1@ Employment Development Department

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Subdivision 1@ Director of Employment Development

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Division 3@ Employment Services Programs

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Part 1@ Employment and Employability Services

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Chapter 2@ JOB TRAINING PARTNERSHIP ACT COMPLAINTS

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Article 2@ SERVICE DELIVERY AREA COMPLAINT PROCEDURES

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Section 4502-4@ Hearings at the Local Level

4502-4 Hearings at the Local Level

Hearings on complaints filed at the local level shall be conducted within 30 days of filing the complaint. Service delivery areas shall hear both policy and audit complaints. The service delivery area shall notify both the complainant and the respondent in writing of the hearing at least ten calendar days prior to the date of the hearing. The ten-day notice may be shortened with the written consent of both parties. The hearing notice shall be in writing and shall contain the following information: (1) The date of the notice, name of the complainant, and the name of the party against whom the complaint is filed. (2) The date, time, and place of the hearing before an hearing officer. (3) A statement of the alleged violations. These statements shall accurately reflect the content of the complaint as submitted by the complainant. (4) The name, address, and telephone number of the contact person issuing the notice.

(1)

The date of the notice, name of the complainant, and the name of the party against whom the complaint is filed.

(2)

The date, time, and place of the hearing before an hearing officer.

(3)

A statement of the alleged violations. These statements shall accurately reflect the

content of the complaint as submitted by the complainant.

(4)

The name, address, and telephone number of the contact person issuing the notice.

(b)

A hearing officer shall conduct the hearing.

(c)

The hearing shall be conducted in an informal manner with strict rules of evidence not being applicable. Both parties shall have the right to present written and/or oral testimony and arguments; the right to call and question witnesses; the right to request and examine records and documents relevant to the issues; and the right to be represented. The hearing shall be recorded electronically or by a court reporter.