

**CHICAGO PUBLIC SCHOOLS OFFICE OF EMPLOYEE ENGAGEMENT
ADMINISTRATIVE HEARING NORMS FOR IN-PERSON HEARINGS**

The purpose of this hearing is to allow the parties to present information, via testimony and the introduction of documents, which they believe supports their position. Our goal in the Office of Employee Engagement (“OEE”) is to provide a setting where all parties are treated with dignity and respect, have confidence that they are being heard, and that what they have to say will be fairly considered in reaching a decision.

To ensure respectful treatment of all parties, we kindly ask the following:

- All participants, including the hearing officer and counsel for any party, must conduct themselves in a professional manner. Rude, disrespectful, or insensitive language is strictly prohibited. If any party engages in this behavior, the hearing officer may, at their discretion, end the meeting.
- Participants should be attentive to the information shared by the hearing officer at the start of the meeting.
- In the case of discipline appeals, investigatory conferences, or discharge hearings, the proceedings will be recorded and the employee, as well as witnesses, will give an oath or affirmation to testify truthfully. The hearing officer will notify the parties before the recording begins. Grievance conferences will not be recorded.
- At all hearings, individuals present will introduce themselves, state their job titles, and their role at the hearing. All participants are invited to share pronouns used. For more information on this topic, please visit cps.edu/oshw.
- The formal rules of evidence do not apply to proceedings with OEE. Documents and other evidence will be admitted to the record at the hearing officer’s discretion. Please review the scheduling email for any applicable deadlines or guidance regarding documentary evidence.
- Arguments should be directed to the hearing officer and not to participants representing the opposing point of view.
- If an objection is made, please wait for the hearing officer to rule on the objection. The hearing officer may also ask the parties questions to obtain a full and complete record.
- In the event you need to take a break, please direct this request to the hearing officer. The hearing officer may grant or deny the request at their discretion.
- To protect student privacy and confidentiality, students’ names and other identifying information should not be used during the course of the hearing. The hearing officer will provide direction regarding how students should be referred to, i.e. using student initials, etc.
- No decision will be issued at the conclusion of the hearing. OEE will issue a written decision, which will be provided to the hearing participants.

If you believe these hearing norms have been breached, you may report your concerns to any of the following individuals:

Mary Ernesti, Executive Director of the Office of Employee Engagement at mernesti@cps.edu
Joseph T. Moriarty, General Counsel at jtmoriarty@cps.edu
Debra Spraggins, Dir. of Investigations, Equal Opportunity Compliance Office at dspraggins7@cps.edu
Kaitlyn Girard, Labor Relations Officer at kgirard@cps.edu