

2. The hearings shall be convened promptly by the Personnel Officer or Chairman of the Personnel Board, as the case may be, at the time and place specified and shall be open to the public.

3. The Personnel Officer shall cause to be prepared an official record of each hearing, which shall include testimony and exhibits, but it shall not be necessary to transcribe the testimony taken unless requested for Court review, or when requested by any party in interest appearing at the hearing. The party taking the appeal or ordering the record shall pay the Reporter, in advance, the cost of transcribing the record.

4. Each hearing shall be attended by the County Solicitor or his designee. All matters of law raised by any party during the hearing shall be ruled on by the County Solicitor, or his designee, attending the hearing. His ruling shall be final and not appealable to the Personnel Board or Personnel Officer, as the case may be, but objections thereto shall be entered in the transcript and shall be made a part of the Record of Proceedings.

5. The burden of proving the aggrievement shall be upon the employee alleging aggrievement. The employee shall have the opportunity to state his case, in proper person, or by counsel or by any other agent or person selected by him, by presenting witnesses, exhibits, and other evidence. All persons testifying shall be required to take the following oath given by the Personnel Officer: "Do you solemnly promise to speak truthfully in the testimony you are about to give?"

6. The order of presentation of each case shall be as follows:

(a) Employee's presentation.

1. Direct examination of witnesses, including the employee if he shall wish to testify together with the introduction by the employee of any and all relevant documents, papers, and other exhibits.

2. Cross-examination of witnesses by the members of the Personnel Board or the Personnel Officer as the case may be, and the County Solicitor.

(b) Presentation by the representative of the County whose decision resulted in the appeal.

1. The County official shall testify as to the reasons for his decision, presenting such documents, papers, or other exhibits as he may wish. Any other witnesses whom the County official may present shall testify as to the facts and may present such other documentary evidence as they may deem proper.

2. Cross-examination of witnesses by the employee or his attorney and the County Solicitor and the members of the Personnel Board or the Personnel Officer, as the case may be.

(c) The employee may then present any relevant evidence to rebut any evidence introduced by the County official, but no new evidence may be introduced at this time.

(d) After the rebuttal, the employee or his attorney or his representative may make a summation and argument.

(e) After the employee's argument, the County official or his attorney may make a summation or argument.

7. Any member of the Personnel Board, upon recognition by the chair, may question any witness at any time.