

ELECTION TO PARTICIPATE IN THE ALTERNATIVE DISPUTE RESOLUTION PROCESS

EMPLOYEE:

Print Name

EMPLOYEE'S REPRESENTATIVE:

Print Name of Representative (*if applicable*)

EMPLOYEE'S CONTACT INFORMATION:

E-Mail or Mailing Address:

Phone: _____

REPRESENTATIVE'S CONTACT INFORMATION:

E-Mail or Mailing Address:

Phone: _____

COA DEPARTMENT: _____

TYPE OF APPEAL:

Disciplinary Probation Disciplinary Suspension Demotion Discharge Denial of Promotion

I elect to submit the above disciplinary action or denial of promotion to the Alternative Dispute Resolution (ADR) Process coordinated by the City of Austin Ombudsperson. **I understand that participation in ADR does not waive my right to a Municipal Civil Service Hearing if a voluntary agreement is not reached.**

I FURTHER UNDERSTAND AND AGREE THAT:

- My election to participate in the ADR Process is voluntary.
- The Ombudsperson, or other neutral Facilitator involved in conducting the ADR Process, is not my attorney, representative or legal advisor, and that no attorney-client relationship is created by my participation in any part of the ADR Process.
- The Ombudsperson/Facilitator will handle all information received as part of the ADR Process with discretion. However, the operations of government are generally considered to be public; therefor written information, including communications with the Ombudsperson/Facilitator, submitted or created during the ADR Process may be subject to public disclosure pursuant to the Texas Public Information Act or other applicable state or federal law.
- By electing to participate in the ADR process, I authorize the Ombudsperson/Facilitator, to obtain and review my disciplinary and personnel files. I further understand and agree that that in the course of the ADR Process, individuals conducting the ADR Process may have access to all records ordinarily available to supervisors, Department Heads, and other City Administrators in connection with an employee disciplinary or personnel action.

Employee's Signature: _____

Date: _____