

**MICHIGAN DEPARTMENT OF LABOR & ECONOMIC GROWTH
EMPLOYMENT RELATIONS COMMISSION**

NOTICE TO INDIVIDUAL CHARGING PARTIES

The unfair labor practice charge which you filed with this agency has been set for hearing on the date, time and at the place specified in the Complaint and Notice of Hearing.

The Michigan Employment Relations Commission (MERC) does not conduct investigations. Since you are responsible for presenting and proving your case, you may wish, but are not required, to hire an attorney. It will be necessary for you to determine what witnesses and other evidence you or your representative will require to establish a violation of the Public Employment Relations Act. If you intend to be the main witness, it is often best to have someone represent you.

The hearing will be conducted similar to a court hearing and in accordance with the procedures set forth in the General Rules and Regulations of the Michigan Employment Relations Commission and the Michigan Administrative Procedures Act (Chapter 4). The Commission's rules are posted on our website, and hard copies are available upon request.

A court reporter will prepare a verbatim record of the hearing. Following the hearing, you may purchase a copy of the transcript from the court reporter.

Please be aware that MERC does not have the authority to remedy all disputes between employers, employees and unions. If your charge is against your employer, MERC's jurisdiction is limited to determining whether your employer interfered with, restrained, and/or coerced you in your right to engage in concerted or union activities or discriminated against you for engaging in such activities. If your charge is against your union, MERC's jurisdiction is limited to determining whether the union's conduct was arbitrary, discriminatory, and/or in bad faith. Evidence you seek to introduce must address these issues.

You should be fully prepared to begin the hearing at the time and date designated in the enclosed Notice of Hearing. You are responsible for bringing the appropriate number of copies of any and all documents you wish to offer into evidence at the hearing. Bring one copy of each exhibit for yourself, one copy for the Administrative Law Judge, one copy for use by the witness(es), and one copy for each party or parties you have charged. Organize the exhibits in the order in which you wish to present them at the hearing.

The Administrative Law Judge assigned to your case will be as helpful as possible without infringing upon the due process rights of the party or parties you have charged. The role of the Administrative Law Judge is to hear the evidence and make written findings of fact and conclusions of law. The Administrative Law Judge may ask questions at the hearing if a matter needs to be clarified. As previously noted, it is not the responsibility of the Administrative Law Judge to help you present or prove your case.

If you have any questions, feel free to call MERC's Detroit office at (313) 456-3510 or view our website at: <http://www.michigan.gov/merc>.