A. An employee who appeals the vice president's discipline, or an employee who is the subject of a vice president's recommendation for suspension or dismissal, shall be informed of due process rights as follows:

1. The right to a hearing before the President and, as defined in (Section 3-22, F) before the Board of Trustees.

2. A written statement of the time and place of the hearing and the matter to be heard shall be personally served or sent by certified mail to the employee's last known address at least fourteen (14) days prior to the date set for the hearing.

3. The right to be represented at the hearing by an attorney or any other representative of his/her choice from within or without Gaston College.

4. The right to be informed of the identity of the person initiating charges and the right to hear witnesses against him/her, and subject to reasonable rules of procedure, the right to cross-examine such witnesses either personally or by his/her representative.

5. The right to produce witnesses in his/her own defense.

6. The right to testify in his/her own behalf.

7. The right to a copy of the President's decision and, as defined in (Section 3-22, F) the decision of the Board of Trustees.

B. These rights will be given to the employee at the time of the appeal and will be signed by the employee to note receipt of them. The signed copy will be kept on file in Human Resources.