**Detailed logs and records for the past 12 months pertaining to:**

1. **The schedules of hearing officers assigned to appeal hearings for unemployment claims.**

Hearing schedules change regularly due to variances throughout the year in number of appeals filed, issues under appeal, party accommodation needs, dismissal rate, special projects, staffing levels, and training needs, among other factors. This is a standard condition of unemployment nationwide.

Currently, UI Appeals has 19 hearing officers: 18 full-time and 1 half-time. Full-time hearing officers are currently scheduled for 32 hours of hearings per week between 7:00am and 4:00pm, excluding 12:00pm. We schedule at least 1 “ghost” hearing officer Mondays through Thursdays to take the spots of hearings that are dismissed. We also have a rotating docket of shorter, single-party hearings Monday through Thursday mornings from 8:00am to 12:00pm. Two hearing officers work the rotating docket each day and are currently each scheduled for 12 hearings.

Hearing officers’ scheduled hearing times vary based on whether they work 8- or 10-hour days (flex schedule), participate in the rotating docket, and elect to cover early morning or late afternoon hearings. Excluding planned training, leave, and other time blocks, the number of hearings set per hour, including ghost dockets but excluding the rotating docket, is currently as follows:

| **Day** | **7:00a** | **8:00a** | **9:00a** | **10:00a** | **11:00a** | **1:00p** | **2:00p** | **3:00p** | **4:00p** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Mon | 1 | 13 | 13 | 13 | 13 | 13 | 13 | 8 | 4 |
| Tue | 4 | 17 | 17 | 17 | 17 | 17 | 17 | 12 | 6 |
| Wed | 2 | 17 | 17 | 17 | 17 | 17 | 17 | 7 | 6 |
| Thu | 3 | 18 | 18 | 18 | 18 | 18 | 18 | 11 | 6 |
| Fri | 3 | 14 | 14 | 14 | 14 | 7 | 7 | 5 | 3 |

1. **The number of appeals scheduled, rescheduled, and heard by each hearing officer.**

[Number of Appeals Scheduled](https://docs.google.com/spreadsheets/d/1I3ok-VmOL0EvKemVj6OfNr8OtXwSRndZ9Spg6NXzN1o/edit?usp=drive_link)

[Number of Appeals Rescheduled](https://docs.google.com/spreadsheets/d/1-k9Qt8NOitTBLa5q2KQFtm70MRgVICHQVy_sFJwtua4/edit?usp=drive_link)

[Number of Appeals Heard by each Hearing Officer](https://docs.google.com/spreadsheets/d/1lq6SnbPmE2a5Ob3Pf-w0zLV4tNiAcaBGOK3F5BX_gJM/edit?usp=drive_link)

1. **The criteria and process used to assign hearing officers to specific cases.**

In general, every hearing officer is eligible to hold any new hearing after their training period. The only exceptions are 1) if a hearing officer has a preexisting conflict of interest with a hearing party or representative; 2) rare hearing types that only certain hearing officers are able to conduct, such as holdover cases from the pandemic; and 3) when a higher authority remands a completed case for administrative reasons, the hearing officer who conducted the first hearing cannot hold the remand.

Our scheduling module cannot show or take into account content of an appeal, so all scheduling is based on legal citation (hearing type) and appeal date. Specific cases are assigned to hearing officers as follows:

* Regular hearings without special requirements are assigned randomly.
* Special hearing types including employer premium liability cases, those with attorneys who appear frequently, and those requiring an interpreter are assigned on a rotation such that all hearing officers hold approximately the same number of each throughout the year.
* Rare hearing types as described above are assigned randomly to those hearing officers eligible to hold them.
* Ghost docket hearings are assigned to whichever hearing officer has an opening in the scheduled time slot. If more than one hearing officer is available, ghost dockets are assigned such that all hearing officers have approximately the same number of hearings that day (accounting for 8- v. 10-hour days).
* Only certain limited single-party hearing types are included in the rotating docket, and those hearings are assigned randomly. Hearing officers volunteer to participate in the rotating docket and are assigned to a recurring shift in volunteer order based on flex schedules. Hearing officers on disciplinary plans are not eligible to participate.
* When hearings are canceled far enough in advance to schedule a new hearing in the time slot, hearings are backfilled based on appeal date and special scheduling needs, regardless of which hearing officer has the opening.
* If testimony was taken in a hearing that had to be continued to another setting, the same hearing officer must complete the hearing absent extenuating circumstances such as leaving the position.
* If a higher authority remands for a new hearing due to hearing officer error, the same hearing officer must complete the hearing absent extenuating circumstances such as leaving the position.
1. **Any records or logs indicating the number of appeals pending assignment to a hearing officer.**

[Number of Appeals Pending Assignment](https://docs.google.com/spreadsheets/d/1LsJ6LIy5ioyjlMMMKWTb-wqC61CJxy2lbGm3Q3uKqMM/edit?usp=drive_link)

1. **The average time from appeal filing to hearing date assignment.**

[Average Time from Appeal File to Hearing Date Assignment](https://docs.google.com/spreadsheets/d/15bbIZ2yMaZGVKUDE1WZGQMrVyZMkLboLf9yXokGgp-Y/edit?usp=drive_link)