

# Appeals

The Civil Service Board conducts adjudicatory (quasi-judicial) hearings in response to appeals presented 1) by a permanent classified employee who has been suspended for more than thirty (30) calendar days, reduced in rank or pay, or discharged; or 2) in any non-disciplinary controversy or matter arising out of or in connection with the Personnel Rules. See Charter section 6.12 (d), and Personnel Rules 1.24.061 and 1.24.950.

The Appeal Form, established at the request of the Board, is to be completed prior to any initial response from the Human Resources Director and/or the Civil Service Board Coordinator. In addition to your name and address, the Appeal Form will ask you to briefly state what you are appealing in addition to the facts related to your appeal. (dates, situation, etc.)

The form will ask you to list the Personnel Rule(s) you believe has been violated (copies are available in the Human Resources Department, City Clerk's Office, or City Departments) and what remedy or resolution you are seeking.

1.24.061 "Appeal" defined. "Appeal" shall mean a WRITTEN communication to the Board from a permanent classified employee or his/her designated representative appealing to the Board the following disciplinary actions: suspension for more than 30 days, reduction in rank or pay, or discharge of said employee; and any and all other controversies or matters, arising out of or in connection with the Personnel Rules. "Appeal" shall not include any matter jurisdiction over which rests with the City Council pursuant to Sections 6.9 and 6.10 of the City Charter, nor with suspensions of 30 days or less, nor with matters which the Board ascertains must be or have been adjudicated under the terms of an existing and applicable collective bargaining agreement. (Civil Service Board amendment, effective Jun. 7, 2000.)