

City of Tacoma

Civil Service Board

Human Resources Department

APPEAL FORM

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.

In order to help facilitate this process, this Appeal Form, established at the request of the Board, must be completed prior to any initial response from the Human Resources Department and/or the Civil Service Board Coordinator. After receipt in the Human Resources Department, the Civil Service Coordinator will contact you regarding the next step in the appeal process.

Name	
Dept. or Division (City employees only)	
Address	
Home Phone	
Message Phone	

NOTE: The basis of the appeal and the rule violation must be supplied in order for your request to be properly processed.

Basis of the Appeal:	<input type="checkbox"/> 30-day Suspension	<input type="checkbox"/> Reduction in Rank or Pay
	<input type="checkbox"/> Termination	<input type="checkbox"/> Rule Violation (No.): _____

1. Briefly state what you are appealing. (See Personnel Rule 1.24.061, Definition of Appeal on reverse of this form.)

2. Briefly state the facts related to your appeal. (dates, situation, individuals involved, etc.)

3. Explain how you believe the Personnel Rule(s) has been violated. (Copies of the Rules are available in the Human Resources Department and on the CityWeb Site, City Clerk's Office, or City Departments.)

4. What remedy or resolution are you seeking?

Signature:	Date:
<u>Union Business Representative:</u>	
Signature:	Date:

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.)

Mail/Deliver this form directly to:

Human Resources Director
Human Resources Department
Suite 1336, Tacoma Municipal Building
747 Market Street
Tacoma, WA 98402
Phone: (253) 591-5400