

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.)

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			
Mailing Address		City:	Zip:
Home Phone		Message/Cell Phone	
E-Mail Address (optional)			
Department or Division		Name of Union:	

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"/> Termination <input type="checkbox"/> Reduction in Rank or Pay	<input type="checkbox"/> Rule Violation Rule Number(s): _____
----------------------	---	--

If more space is needed, please use reverse side of page and indicate the number of the response being continued.

- Briefly state what you are appealing. (See Personnel Rule 1.24.061, Definition of Appeal on the following page.)

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 Rules are available in the Human Resources Department, on the City Web Site, City Clerk's Office, or City Departments.)

4. What remedy or resolution are you seeking?

Signature:	Date:
-------------------	--------------

If you will be represented by your Union or an Attorney, the following information must be completed:

Name of Union or Law Firm:			
Name of Representative:			
Mailing Address:			
City:	State:	Zip:	Phone:
Signature of Representative:			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 June 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

CSB Appeal Form updated 1/4/11