



CIVIL SERVICE BOARD

Request for Hearing

Name:		Date:	
Agency/Department:			
Email Address:			
Contact Number(s):			
Mailing Address:		City, State Zip:	

Pursuant to Civil Service and Personnel Rules and Regulations (CSPRR) 9.01(5) An employee cannot file a Civil Service grievance or appeal concerning a matter which is being considered under a collective bargaining agreement or the Public Employee Relations Commission.

Type of Hearing Requested (Check One):

Grievance Hearing

1. Indicate whether this grievance is: STEP II promotion-related or STEP IV non-promotion-related.
2. Alleging violation of CSPRR Number(s): _____
3. Include all grievance documents related issues raised in the preceding STEP(S).

Disciplinary Appeal Hearing

1. I would like to appeal my case and request a hearing before the Civil Service Board. Yes No
2. Is the discipline an immediate suspension without pay or termination? Yes No
 - a. If yes, do you wish to waive the 20-working day hearing requirement and postpone your hearing? No Yes, and initial below

_____ **20-DAY WAIVER** I request the 20-working day hearing requirement of the Civil Service Rules be waived.

3. Are criminal charges pending? Yes No
 - a. If yes, do you wish to waive the 20-day hearing requirement and postpone your hearing? No Yes, and initial below

_____ **CRIMINAL CHARGES PENDING** Pursuant to Rule 9.05(6)(a) and (b), I request the 20-day hearing requirement of the Civil Service Rules be waived, my case be postponed, and I be placed on leave-without-pay status until my criminal charges have been disposed of. I understand pursuant to Rule 9.05(8), time spent on leave-without-pay status shall not be considered to be time for which pay was forfeited or for which pay is due under any circumstances.

I further realize it is my responsibility to notify the Civil Service Board within ten (10) calendar days, in writing, of the final disposition of the criminal charges to set a hearing or my right to appeal will be deemed to be waived and the action of the City agency involved will be sustained.