

# **NOTICE of**

## **RIGHT TO APPEAL TO CIVIL SERVICE COMMISSION**

**The Civil Service Commission is authorized by Article XVI, Section 5 of the Seattle City Charter to hear appeals involving the administration of the Personnel System. The Commission also investigates allegations of political patronage in hiring processes and makes recommendations to the Mayor and City Council regarding the administration of the Personnel System. The Commission has the authority to reinstate employees and award back pay, when appropriate.**

### **Who may file an appeal with the Commission?**

Regular City employees<sup>1</sup> in the civil service have the right to appeal any of the following to the Civil Service Commission provided they have first exhausted the employee grievance procedure.<sup>2</sup>

### **Which disciplinary actions may be appealed?**

- Termination
- Suspension
- Demotion

### **What types of actions under Seattle Municipal Code Chapter 4.04 or Personnel Rules may be appealed?** (The following are examples of some actions that may be within the Commission's jurisdiction.)

- Required to work out-of-class without proper compensation;
- Abuse of employee evaluation procedures;
- Violations of classification and compensation procedures (Classification and compensation

---

<sup>1</sup> Regular employees are those who have successfully completed their probationary period, are not employed by the City as student interns or temporary workers through the Special Employment Programs Unit; and whose positions are not specifically exempted from Civil Service. (SMC 4.04.030(21), (24) (30). Probationary and Temporary Employees may only appeal to the Commission the question of whether their employment status is, in fact, probationary or temporary.

<sup>2</sup> As a regularly appointed City employee in classified service, you have the right to appeal this disciplinary decision to the Civil Service Commission. However, before filing an appeal with the Civil Service Commission, you must first exhaust the City of Seattle's Employee Grievance Procedure. You have twenty (20) calendar days from the date of the disciplinary decision to file your grievance with the Director of Seattle Human Resources. The City's intradepartmental grievance process is described in City of Seattle Personnel Rule 1.3.6 - Right of Appeal and City of Seattle Personnel Rule 1.4 - Employee Grievance Procedure. If you choose to initiate a grievance concerning a demotion, suspension, or termination, it would be appropriate to initiate it at Step Three. You may consult the Personnel Rules or your Human Resource Manager or contact the Commission to find more about what options are available. (SMC 4.04.260(A) & Personnel Rule 1.4)

decisions made by SHR are not grievable or appealable to the Commission).

**May Union members bring an appeal before the Commission?**

Yes. Union members in the civil service may choose either the union's grievance process or the civil service employee grievance procedure and Commission hearing process to appeal disciplinary decisions. The selection must be made when the matter is first filed and will not be allowed to switch from the collective bargaining grievance process to the civil service process, and the reverse is also true.

**Appeals to the Commission must be filed within twenty (20) calendar days of delivery of the Step Three grievance response. See [Personnel Rule 1.4 - Employee Grievance Procedure](#)**

For an appeal form and more information refer to the Commission's website at:

<http://www.seattle.gov/civil-service-commission/appeals-process>

More information may be found at the Personnel Rules and Seattle Municipal Code:

**Personnel Rules:** <https://www.seattle.gov/human-resources/rules-and-resources/personnel-rules>

- Personnel Rule 1.3 Progressive Discipline;
- Personnel Rule 1.4 Employee Grievance Procedure;

**Seattle Municipal Code:**

[https://library.municode.com/wa/seattle/codes/municipal\\_code?nodeId=TIT4PE\\_CH4.04PERE](https://library.municode.com/wa/seattle/codes/municipal_code?nodeId=TIT4PE_CH4.04PERE)

- SMC 4.04 Personnel Regulations (also called the Personnel Ordinance)
- SMC 4.04.240 Employee Grievance Procedure
- 4.04.250 - Civil Service Commission (composition, duties of commission, etc.)
- SMC 4.04.260 Appeals to Civil Service Commission

For more information, contact Commission staff directly via office or mobile:

Andrea Scheele, Executive Director, 206-233-7118 or 206-437-5425, [Andrea.Scheele@seattle.gov](mailto:Andrea.Scheele@seattle.gov)

Teresa Jacobs, Executive Assistant, 206-386-1301 or 206-605-9014, [Teresa.Jacobs@seattle.gov](mailto:Teresa.Jacobs@seattle.gov)

**DATES TO REMEMBER (FOR EMPLOYEE USE)**

<b>Discipline Decision</b>	
<b>Grievance Due</b>	
<b>Step 3 Grievance Response</b>	
<b>Appeal Due to Civil Service Commission</b>	