

## CIVIL SERVICE COMMISSION NOTICE OF RIGHT TO APPEAL

The Civil Service Commission is a three member, impartial, quasi-judicial body established by the City Charter. The Mayor and the City Council each appoint a member to the Commission and the City's civil service employees elect a member. The Commission hears appeals involving disciplinary actions and alleged violations of the City Charter, Personnel Rules and the Personnel Ordinance.

Regularly appointed City employees in the classified service have the right to appeal disciplinary actions (termination/discharge, suspension, demotion) or alleged violations of the City Charter, Municipal Code, and Personnel Rules to the Civil Service Commission. Employees represented by a union have the option of electing between the grievance process outlined in the collective bargaining agreement and the Commission's appeal process.

Effective April 15, 2013 before filing with the Commission for both discipline and rule violation appeals, you must first go through the intradepartmental grievance procedure. Consult with your management or human resources staff for additional information on the procedure within your department. You must file your grievance within 20 calendar days of the decision to impose discipline by the appointing authority or the grievable incident. Once you receive the step three grievance response, you must file your appeal with the Commission within 20 calendar days.

For an appeal form and more information refer to the Commission's website at:  
<http://www.seattle.gov/csc/appeals.htm>.

You may also want to review:

- Personnel Rule 1.3 Progressive Discipline;
- Personnel Rule 1.4 Employee Grievance Procedure;
- SMC 4.04.240 Employee Grievance Procedure;
- SMC 4.04.260 Appeals to Civil Service Commission.

If you have additional questions contact Commission staff:

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Teresa Jacobs, Administrative Assistant, 206-386-1301, [Teresa.Jacobs@seattle.gov](mailto:Teresa.Jacobs@seattle.gov)

Dates to Remember:

Discipline Decision/Grievable Incident: \_\_\_\_\_

Grievance Due: \_\_\_\_\_

Step 3 Grievance Response: \_\_\_\_\_

Appeal Due to CSC: \_\_\_\_\_