



**CITY OF SEATTLE
 CIVIL SERVICE COMMISSION**
 700 Fifth Avenue, Suite 1670
 P.O. Box 94729
 Seattle, WA 98124-4729
 (206) 386-1301

CSC Appeal No.

Date Filed:

Date Received by CSC:

NOTICE OF APPEAL TO THE CIVIL SERVICE COMMISSION

INSTRUCTIONS: Submit an original copy of this form to the Executive Director, Civil Service Commission 700 5th Avenue, Suite 1670, PO Box 94729, Seattle, WA 98124-4729. The appeal must be received by the Executive Director **within 20 (twenty) days (unless otherwise designated)** following the received date or the postmarked date of the final notice from the department to the appellant. An original signature of the appellant or authorized representative is required for appeals. Complete all three pages.

I.

Appellant's Full Name	Work Address	Work Telephone
_____	_____	_____
Residence Address	City /State/Zip	Home Telephone/Email
_____	_____	_____
Job Title/Position	Department/Unit	
_____	_____	
Start Date in Position	City Employee Since, Month/Date/Year	Employee ID #
_____	_____	_____
Full Name of Authorized Representative (if any)		Telephone Number (Include Area Code)
_____		_____
SIGNATURE OF APPELLANT <u>OR</u> AUTHORIZED REPRESENTATIVE		DATE
_____		_____

II. ACTION BEING APPEALED: (check one)

Suspension
 Discharge
 Demotion
 Political Patronage

City of Seattle Personnel Ordinance or Rule(s) Violation: What Personnel rule, regulation, or provision, do you believe was violated? _____

Other Personnel Related Issue: Please briefly state the issue. _____

III. Reason for this appeal (Please include dates, location and action):

Remedy Sought (What do you want?): _____

IV. ARE YOU A MEMBER OF A UNION? YES NO

If yes, Name of Union and Local Number: _____

- *I HAVE* / *I HAVE NOT* filed a grievance on the same issues that are identified in this appeal, under a negotiated grievance procedure.
- This matter *IS* / *IS NOT* the subject of arbitration pursuant to a collective bargaining agreement.

V. IF YOU ARE NOT A MEMBER OF A UNION:

- *I HAVE* / *I HAVE NOT* filed a grievance on the same issues that are identified in this appeal, through the intra-departmental grievance procedure.
- If you have filed a grievance through the intra-department grievance process, what was the outcome?

If needed, you may provide this information on an additional sheet of paper. Also, please attach any documents or correspondence that you have received from the Department related to your grievance.

VI. Please list all other parties to be notified of this action:

Name	Title	Complete Address and/or Mail Stop	Phone (Include Area Code)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

VII. Do you have an attorney or another person representing you for this appeal? YES NO

If yes, please have the attorney submit a **NOTICE OF APPEARANCE** to the Commission office. All documents and information related to the appeal will go to the attorney or representative.

NOTE: AN ATTORNEY OR A REPRESENTATIVE IS NOT REQUIRED FOR THE APPEAL PROCESS

A. ATTORNEY:

Name: _____

Firm Address: _____

B. REPRESENTATIVE:

Name _____

Address: _____

If you do not have an attorney or a representative, Please put the address to where all legal documents for the appellant, related to this appeal should be served:

Mailing Address: _____

Residence, if different than Mailing Address: _____

Home Phone (Include Area Code): _____

Work Phone (Include Area Code): _____

Email: _____

APPELLANT'S NAME (PLEASE PRINT)

APPELLANT'S SIGNATURE

DATE