

NOTICE

of

RIGHT TO APPEAL TO CIVIL SERVICE COMMISSION

The Civil Service Commission is established in 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's authorities include the right to reinstate employees and award back pay.

Who may file an appeal with the Commission?

All regular City employees¹ have the right to appeal any of the following actions to the Civil Service Commission provided they have exhausted their intra-departmental grievance procedures.²

What disciplinary actions³ may be appealed?

- ◆ Termination
- ◆ Suspension
- ◆ Demotion

What alleged violations of the Charter, Municipal Code, or Rules may be appealed?

(The following are examples of the types of issues that might constitute valid appeals.)

- ◆ Work out-of-class without proper compensation;
- ◆ Charter, Code, Personnel Rule, or Policy violations;
- ◆ Retaliation;
- ◆ Political Patronage in the hiring process;
- ◆ Abuse of employee evaluation procedures.

¹ 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.

² Each department has internal procedures that provide labor and management with an opportunity to resolve issues prior to coming to the Commission. You may consult the Personnel Rules or your Human Resource Manager, or contact the Commission to find more about the procedures that must be followed. (SMC 4.04.260(A) & Personnel Rule 5.8.100)

³ Letters of Reprimand are not considered “final” disciplinary actions and may not be appealed unless they are being appealed as part of a different type of complaint such as “retaliation” or similar violation.

- ◆ Violations in the application of classification and compensation procedures.

- **Can Union members utilize the Commission's services?**

Yes. Union members have the option of choosing between the union's grievance process and the Commission's hearing process if they make their choice at the outset of the process. Union membership does not preclude an employee from utilizing the Civil Service Commission's procedures.

***Appeals to the Commission must be filed within 20 calendar days of the date of your department's notification to you of its final decision in your specific case.**

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

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

You may also want to review City Personnel Rules and Seattle Municipal Code:

Personnel Rules

<https://www.seattle.gov/human-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

- 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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DATES TO REMEMBER

Discipline Decision	
Grievance Due	
Step 3 Grievance Response	
Appeal Due to Civil Service Commission	