

CITIZEN'S COMPLAINT FORM
TO THE
PERSONNEL BOARD OF JEFFERSON COUNTY, ALABAMA

In accordance with Personnel Board Rule 12.10 CITIZEN COMPLAINTS,

I, _____, do hereby file this complaint
(Print Your Name)

against _____, with
(Name of Classified Employee)

(Department & Jurisdiction)

I do _____ do not _____ wish to have
this complaint forwarded to the department
head for resolution prior to adjustment under
Rule 12.10.

DESCRIPTION OF SPECIFIC ACT (S) COMMITTED BY EMPLOYEE:

1. **Date of Incident:** _____ **Time of Day:** _____

Location: _____

2. **Name of Witnesses:** _____

3. **Description of Incident: (Be Specific)** _____

(Attach additional pages if needed)

4. **The Employee was** _____ **on duty or** _____ **off duty (Check one).**

5. **CHARGES: List applicable subsection of Rule 12.2 DEFINITION OF "FOR CAUSE" from the back of this form, and any other charges that describe the impact of employee's actions on you as a citizen. (Attach additional pages if needed).**

6. **Signature and Address of Complainant:**

Home Mailing Address:

(Signature & Date)

Phone: _____

Attorney's Name and Phone Number: _____

THE CITIZEN'S COMPLAINT PROCEDURE: In order for your complaint to be heard by the Board, it must concern conduct which is **related to a Classified Employee of the Merit System**. The complaint must also be specific and must include all of the details you can recall. When the Director of Personnel receives your complaint, a determination will be made regarding whether or not it meets the requirements of the rule. If it does not, you will be notified that the complaint has been dismissed. The Director's decision to sustain or dismiss a complaint shall not be subject to review.

If it does meet the requirement of **specificity and job relatedness**, the complaint will be served on the employee under the Director's signature. You will receive a copy of the letter regarding the complaint at the address listed on front of this form. If your complaint is determined to be eligible for a hearing under the rule, a formal disciplinary hearing will be conducted before the Board or Hearing Officer. You will have to be prepared to prove the allegations you have made against the employee at the hearing by submitting testimony and evidence to support the charges. Upon request, we will subpoena witnesses and/or documents you may need. You may have an attorney present if you choose, but you are not required to have legal counsel. If you are able to prove your allegations, the Board will determine if disciplinary action is appropriate. Please refer to **Rule 12.10** for additional information, or call **Employee Relations at (205) 279-3474**.

NOTE: You may wish to submit your complaint to the Department Head for whom the employee works. The Department Head may want to investigate, take action, or otherwise resolve the matter. If so, please indicate your preference on the front of this form.

Rule 12.2 DEFINITION OF "FOR CAUSE"

- a. Absent without leave;
- b. Commission of a criminal offense;
- c. Conduct unbecoming a Classified Employee;
- d. Conviction of any criminal offense involving moral turpitude;
- e. Disorderly or immoral conduct;
- f. Abuse of leave policies;
- g. Incompetence or inefficiency;
- h. Insubordination;
- i. Reporting to or engaging in work while under the influence of alcohol or a controlled substance;
- j. Neglect of duty;
- k. Negligence or willful damage to public property or waste of public supplies or equipment;
- l. Violation of any rule or regulation of the Appointing Authority, or failure to comply with instructions made and given by a superior officer or supervisor;
- m. Violation of any of the provisions of the Act or of these Rules;
- n. Refusal of a Classified Employee to cooperate in any internal investigation conducted by the Board, the Director, or an Appointing Authority;
- o. Inability to perform the essential functions of the job with or without reasonable accommodation; or
- p. Any other legitimate and nondiscriminatory reason that constitutes good cause for disciplinary action, is reasonably specific, is consistent with the Act and these Rules, and is not motivated by any non-work-related preference or animus for or against any person.