

NOTICE OF APPEAL

In accordance with the Personnel Board of Jefferson County Rule 12 DISCIPLINARY ACTIONS AND APPEALS, I _____

(Print Your Name)

do hereby appeal the disciplinary action of _____
(Termination, Demotion, or Suspension)

taken by _____ for the _____
Name of Appointing Authority (Name of Department)

located at _____
(Department's Address)

This action was effective close of business _____
(Date)

(a) Are you a Regular Employee? (See back of form)

- Yes
 No

(b) The reason(s) for this action are contained in the NOTICE of the decision to discipline which is attached to this appeal.

(c) In answer to these charges: (Check one)

- I admit to my guilt.
 I admit, in part, to my guilt.
 I deny that I am guilty.

(d) The reason(s) that this disciplinary action should not take place is/are:

- The action taken against me is too severe a penalty.
 I am not guilty of the charges.
 Other: _____

Respectfully submitted,

(Signature)

(Date)

Attorney's Name:

Phone Number: _____

E-mail Address: _____

Home Mailing Address:

Phone Number: _____

E-mail Address: _____

FOR YOUR INFORMATION

Personnel Board of Jefferson County Rule 12: DISCIPLINARY ACTIONS AND APPEALS

A Regular Employee (who has completed twelve (12) months of uninterrupted Full-time service from the date of hire) shall have the right to appeal disciplinary action of termination, demotion, or suspension (within the limits prescribed in Section 12.4 of this Rule.) An employee desiring to appeal shall within ten (10) calendar days after notice thereof file with the Director, in duplicate, a written answer to the charges and request a hearing. Such answer shall contain:

1. The name, address, and telephone number of the person filing the appeal, and the name and address of the Appointing Authority that took the action being appealed;
2. A description of the action the Appointing Authority took and its effective date;
3. A concise statement of the reasons why the employees believes the action by the Appointing Authority is wrong; and
4. The signature of the employee or his or her representative.

Do I Have To Get An Attorney?

Although an employee is not required to get an attorney in order to appeal a disciplinary action before the Personnel Board of Jefferson County; an employee without an attorney may be at a disadvantage since the jurisdiction will be represented by an attorney.

How Can We Reach You?

Please keep us informed if you have a change of address, phone number, or attorney. It is important for us to be able to reach you or your attorney in case there are any changes in scheduling a hearing and to let you know the decision of the Board.

Any employees who have any questions concerning an appeal to the Personnel Board should call Employee Relations at (205) 279-3474.