

SANTA CRUZ COUNTY CIVIL SERVICE COMMISSION APPEAL FORM

This document is the only form that will initiate the process of appealing a disciplinary action involving a County employee to the Civil Service Commission. Section 3.24.030 of the County Code defines disciplinary actions as dismissals, suspensions or demotions. The County Civil Service Rules set forth the process for an appeal, including specific timelines that must be met for an appeal to be valid. A copy of those procedures can be obtained by contacting the Secretary to the Commission at the address or telephone number below.

NAME OF APPELLANT: _____

POSITION AND COUNTY DEPT. OF APPELLANT: _____

NAME, ADDRESS, & TELEPHONE NUMBER OF APPELLANT’S REPRESENTATIVE, IF ANY:

SPECIFIC ACTION BEING APPEALED: _____

CORRECTIVE ACTION DESIRED: _____

THE ORDINANCE, CODE SECTION OR CIVIL SERVICE RULE ALLEGED TO HAVE BEEN VIOLATED, IMPROPERLY APPLIED OR MISAPPLIED:

Date: _____

Signature of Appellant/Appellant’s Representative

Please submit this form, within seven days of the action or decision being appealed, to the Secretary to the Civil Service Commission, 701 Ocean Street, Room #310, Santa Cruz, CA 95060. (831) 454-2600.