

APPOINTMENT, ALLOCATION OR PROMOTION APPEAL FORM

City Civil Service
1340 Poydras Street – Suite 900
New Orleans, LA 70112

NAME: _____ S.S.# _____

ADDRESS: _____

CITY & ZIP CODE: _____ PHONE#: _____

DEPARTMENT _____

CURRENT JOB CLASS: _____

PLEASE IDENTIFY THE APPOINTMENT, ALLOCATION OR PROMOTION YOU WERE DENIED:

DATE OF DENIAL _____

LIST ANY ADDITIONAL DETAILS YOU BELIEVE ARE RELEVANT:

PLEASE ATTACH ANY LETTER OR DOCUMENT THAT SUPPORTS YOUR APPEAL

FOR OFFICE USE ONLY

CSD: _____

DOCKET #: _____

CAD: _____

SCHEDULED: _____

PED: _____

H.E. _____

STATUS: _____

C.R. _____

RULE VI – APPEALS FROM APPOINTMENTS, ALLOCATIONS AND PROMOTIONS

Section 6.1 . HEARINGS ON APPEALS FROM APPOINTMENTS, ALLOCATIONS AND PROMOTIONS

If any qualified candidate or employee, whose name appears on a verified appointment or promotional list, believes that his appointment, allocation or promotion has been improperly denied, he may protest the denial of such by presenting such forms or documents as the Director may prescribe. The Director, or any person designated by him, may hold special hearings to determine the facts of each case and the Director shall make his decision on the basis of the written statements and forms presented by the employee and on the facts brought out in the hearing. The employee shall have the right to appeal to the Commission if dissatisfied with the action of the Director.

(Section 6.1 adopted August 25, 2014, effective September 1, 2014)