

APPEAL FORM

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

OFFICE USE ONLY

Dkt #: _____
CSD: _____
CAD: _____
H.E.: _____

NAME: _____ S.S.# _____

ADDRESS: _____

CITY & ZIP CODE: _____

HOME PHONE# _____ CELL PHONE# _____

EMAIL ADDRESS: _____

It is the Appellant's responsibility to notify Civil Service of any changes in address, email and/or phone number and to maintain contact with Civil Service regarding his or her appeal.

DEPARTMENT WHERE DISCIPLINARY ACTION OCCURRED: _____

NATURE OF DISCIPLINE IMPOSED: _____

INCLUDE A COPY OF THE DISCIPLINARY LETTER WITH THIS FORM

NOTE: Unless you have **permanent** status, you may not have a right to appeal. ("**Permanent status**" means you have passed a Civil Service test, received a probationary appointment and completed a 6-12 month working test period).

If your appeal is based on charges (1) that you were discriminated against on the basis of political or religious beliefs, race, sex, age, disability or sexual orientation, or (2) that the action you complained about results directly from efforts to report illegal or improper activities, then **you must provide the following information or your appeal may be rejected.**

A. Type of Discrimination Alleged _____

B. Name(s) of person(s) alleged to have committed discriminatory act(s) _____

C. Date(s) of Alleged Acts: _____

D. Where and in what manner discrimination occurred: _____

*If you are invoking the Civil Service Rules regarding whistleblowers, please indicate the **information, testimony or evidence you gave that resulted in discipline or discriminatory treatment:**

You may include additional information on separate pages.

SIGNATURE: _____

Please contact Civil Service at 504-658-3500 if you have any questions about the appeal process.

SEE REVERSE SIDE FOR MORE DETAILS ON RULES

RULE II - APPEALS

- Section*** ***4.5*** ***Employees in the classified service who allege that they have been discriminated against because of their political or religious beliefs, sex, race, age, disability or sexual orientation shall have the right to appeal to the Commission. (amended June 10, 1982; July 8, 1982, effective July 8, 1982, amended January 23, 1992)***
- Section*** ***4.6*** ***Persons who shall have applied for or shall have been examined for the classified service and shall not have established their status as permanent classified employees and who allege that they have been discriminated against because of their political or religious beliefs, sex, race, age, disability or sexual orientation in review of their applications, admission to the examination, the scoring of examinations, the establishment of eligible lists or certification shall have the right to appeal to the Commission.***
- Section*** ***4.7*** ***Persons alleging discrimination under Sections 4.5 and 4.6 of this Rule shall file an appeal with the Civil Service Commission within thirty (30) calendar days of the alleged discriminatory act. This appeal shall contain the following information:***
- (a)*** ***The type of alleged discrimination.***
- (b)*** ***The name(s) of the person(s) alleged to have committed the discriminatory act(s).***
- (c)*** ***The date(s) of such act(s).***
- (d)*** ***Where and in what manner such act(s) occurred. (amended June 10, 1982)***
- Section*** ***4.8*** ***In all cases of alleged discrimination, the burden of proof on appeal, as to the facts, shall be on the appellant. (amended June 10, 1982)***
- Section 10.*** ***EMPLOYEE DISCLOSURE OF INFORMATION (adopted October 18, 1983)***
- 10.1*** ***No employee shall be subjected to discipline or discriminatory treatment by an appointing authority because he or she gives information, testimony or evidence in a prudent manner to appropriate authorities concerning conduct prohibited by law or regulation which he or she reasonably believes to have been engaged in by any person(s). If the employee incurs such treatment despite this admonition, he or she shall have a right of appeal to this Commission. (adopted October 18, 1983, effective October 19, 1983.)***