

# DISCIPLINARY APPEAL FORM

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

NAME: \_\_\_\_\_ S.S.# \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY & ZIP CODE: \_\_\_\_\_

HOME PHONE# \_\_\_\_\_ CELL PHONE# \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**Please note: 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:

- |                             |                              |                               |
|-----------------------------|------------------------------|-------------------------------|
| I. Suspension _____         | hours _____ days (check one) | IV. Fined _____               |
| II. Dismissed (fired) _____ |                              | V. Forced to Retire _____     |
| III. Demoted _____          |                              | VI. Letter of Reprimand _____ |
| VII. Other _____            |                              |                               |

## 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).

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

### FOR OFFICE USE ONLY

DOCKET # \_\_\_\_\_ CC \_\_\_\_\_ CSD \_\_\_\_\_

TITLE \_\_\_\_\_ CAD \_\_\_\_\_ HEAR DT \_\_\_\_\_

STATUS \_\_\_\_\_ H.E. \_\_\_\_\_ C.R. \_\_\_\_\_

## ***RULE II - APPEALS***

- Section 4.3***      *Appeals to the Commission must be actually received in the Department of Civil Service no later than the close of business on the thirtieth (30th) calendar day following the date of the disciplinary letter provided to the employee by the Appointing Authority. Should the thirtieth (30th) calendar day fall on a weekend or an official city holiday, written appeals will be accepted no later than the close of business on the work day immediately following. The date the appeal is date/time stamped in the Civil Service Office shall be presumed to be the date of receipt of an appeal. (amended June 10, 1982; August 25, 1983; January 21, 1988, effective February 1, 1988)*
- Section 4.5***      *Employees in the classified service who allege that they have been discriminated against because of their political or religious beliefs, sex (including sexual harassment, sexual orientation, and gender identity), or race shall have the right to appeal to the Commission. (amended June 10, 1982; July 8, 1982, effective July 8, 1982, amended January 23, 1992, amended May 31, 2024)*
- 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 (including sexual harassment, sexual orientation, and gender identity), or race 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.)*