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| <p align="center">COUNTY OF SAN BERNARDINO CIVIL SERVICE COMMISSION 175 W. Fifth Street, 2nd Floor, San Bernardino, CA 92415-0410 (909) 387-5862 • (909) 387-5863 Fax Email: CivilSvcCommission@sbcountry.gov</p> | <p align="center">FOR COMMISSION USE ONLY</p> |
| <p align="center">DISCIPLINARY APPEAL FORM</p> | |

Personnel Rule 11.2 – Appeal and Request for Hearing

A classified employee with regular status at the time of the disciplinary action may appeal an order of discipline to the Commission and request a hearing. The notice of appeal must be in writing and must be filed within five (5) working days of the receipt of the order. An appeal shall be considered "filed" on the day it is actually received and time stamped by the Commission. Any appeal received by the Commission after 5:00 p.m. on a working day, or received at any time on a non-working day, shall be considered filed on the next working day. The order or amended order of discipline served upon the employee shall specify that any appeal must be actually received by the Commission within the established filing period.

After an appeal is filed with the Commission, the appeal shall be placed on the agenda for the next regular meeting of the Commission. The Commission shall grant the appeal if it is timely filed as stated above.

EMPLOYEE INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone # _____ Email: _____

EMPLOYMENT INFORMATION

Employee ID: _____ Position: _____

Department: _____

REPRESENTATION INFORMATION

Representative's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone # _____ Email: _____

Submitted as an appeal and request for hearing per County of San Bernardino Personnel Rule 11.2.

_____ Date _____ Signature