



# CIVIL SERVICE COMMISSION APPEAL FORM - REPRESENTATIVE

## Rules of the Civil Service Commission/Merit Appeals Board

§1-11 Appearances and practices before the commission. (a) Appearances before the commission. A public employee may appear in such employee's own behalf; an employee organization may be represented by its duly designated representative; and the director or appointing authority may appear on their own behalf.

- (b) Representation. In any proceeding under these rules, the director, appointing authority or employee may be represented by an attorney or any other individual authorized, in writing, to act in a representative capacity. The cost of such attorney shall be borne by the party being represented.
- (c) Validation of authority. When an individual acting in a representative capacity appears in person or signs a paper in practice before the commission, the personal appearance or signature of such individual shall constitute a representation to the commission that, under the provisions of these rules and the law, the individual is authorized and qualified to represent the particular person on whose behalf such individual acts. The commission may at any time require individuals transacting business with the commission in a representative capacity to show to the commission their written authorization to act in such capacity.
- (d) Bar to appearance.

(1) Former commission association. No individual who has been associated with the commission as a member, officer, employee or counsel shall be permitted to appear before the commission in behalf of or to represent in any manner any party in connection with any proceeding or matter that such individual has handled or passed upon while associated in any capacity with the commission.

(2) Limitations of assistance from barred persons. No person or agency appearing before the commission in any proceeding or matter shall, in relation thereto, knowingly accept assistance from and compensate any individual who would be barred by this subsection.

(3) Written consent to appear. No person who has been associated with the commission as a member, officer, employee or counsel thereof shall be permitted to appear before the commission in behalf of, or to represent in any manner, any person or agency in connection with any proceeding or matter that was pending before the commission at the time of such person's association, unless written consent of the commission shall first have been obtained, upon a verified showing that such individual did not give personal consideration to the matter or proceeding as to which consent is sought or gain particular knowledge of the facts thereof during such person's association with the commission.

(4) One year limitation. This subsection shall not apply to any individual or agency who has terminated association with the commission for a period of one year.

[(Auth: HRS §§ 76-14, 76-47)]

### 1. Appellant's Authorized Representative Information:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Electronic Mail (Email) Address: \_\_\_\_\_

### 2. Appellant Name: \_\_\_\_\_

### 3. Pursuant to HRS 76-4 and Rule 6-1 Standing Appeal, this appeal is being filed for an action under the following category (check all applicable):

\_\_\_\_\_ Recruitment & Examination

\_\_\_\_\_ Classification or Reclassification of a particular position

\_\_\_\_\_ Initial Pricing of Classes

\_\_\_\_\_ Other employment actions under this rule, including disciplinary actions and adverse actions for failure to meet performance requirements, taken against civil service employees who are excluded from collective bargaining coverage under Hawaii Revised Statutes §89-6

I certify that pursuant to the Rules of the Civil Service Commission/Merit Appeals Board, and Hawaii law, I am authorized to represent the Appellant, am not barred by the rules, and further that to the best of my knowledge, information, and beliefs, every statement contained herein is true, and no statement is misleading nor made to create delay.

\_\_\_\_\_ Date \_\_\_\_\_

Representative's Signature

Submit Form by Mail:      Civil Service Commission  
   c/o Office of Boards and Commissions  
   Pi'ikoi Building  
   4444 Rice Street, Suite 300  
   Lihue, HI 96766

Hand Deliver Form:      Office of Boards and Commissions  
   Pi'ikoi Building  
   4444 Rice Street, Suite 300  
   Lihue, HI 96766  
   Hours: M-F 7:45am to 4:30pm (closed Sat/Sun/Holidays)