



CIVIL SERVICE COMMISSION APPEAL FORM

Rules of the Civil Service Commission/Merit Appeals Board

Rule 6.2 Filing of Appeal: Any person who has a standing appeal shall file a petition of appeal (complete an Appeal Form) to the Civil Service Commission within twenty (20) calendar days after notice of the action was sent by the director or appointing authority.

Rule 6.1 (e) The Civil Service Commission shall not proceed on an appeal unless all internal complaint procedures, including administrative review and departmental complaint procedures have been exhausted. Hawaii Revised Statutes 76-47.

1. Appellant Contact Information:

Name: _____

Mailing Address: _____

Telephone Number: _____

Electronic Mail (Email) Address: _____

2. Is the Appellant a County of Kauai employee? _____ Yes _____ No

3. Appellant's Authorized Representative Information (if any):

Representative must complete a separate Civil Service Commission Appeal Form Representative

Name: _____

Mailing Address: _____

Telephone Number: _____

Electronic Mail (Email) Address: _____

4. Name of the individual(s) whose action is being appealed. (Example: Mayor, Human Resource Director, Appointing Authority or Designee acting on behalf of one of these individuals whose action is appealed):

5. 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

6. Date action taken: _____

7. Date notice of action was received by Appellant: _____

8. Statement of legal wrong caused by the action of the Mayor, Director of Human Resources, Appointing Authority, or Designee acting on one of these individuals, or a statement as to how such action has adversely affected or aggrieved the Appellant. Include concise statement of facts pertinent to this appeal.
