

PIMA COUNTY MERIT SYSTEM APPEAL FORM

HR Use Only: Time Stamp Initials:
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(Merit System Rule 14: Merit System Commission Appeals)

Appeals to the Merit System Commission must be filed with the Human Resources Department within ten (10) **calendar** days of receipt of notice of appealable action.

A permanent employee may appeal only the following actions (check the appropriate action):

- Disciplinary Suspension (Length: ____ days **OR** ____ hours)
- Administrative Suspension (Without Pay **OR** With Reduced Pay)
- Involuntary Demotion
- Reduction in Pay
- Dismissal (Coerced Resignation? Yes No)
- Termination as set forth in Merit System Rule 11.5 B through E.

Name: (Print) _____

Phone: _____ Message Phone: _____

Address: _____ Zip Code: _____

Classification: _____ Department: _____

Counsel/Representative's Name: _____ Phone Number: _____

Representative's Office/Address _____

Basis of the appeal: Describe the reasons why you believe the action was not warranted. Alleged unlawful discrimination may be included, if appropriate. (*Copy of action being appealed must be attached.*):

Remedy requested:

Employee Signature: _____

Date: _____