Civil Service Commission
301 West B Street. Pueblo, CO 81003
(719) 553-2635 civilservice@pueblo.us

Date Received by the Civil Service Office:

NOTICE OF APPEAL TO THE CIVIL SERVICE COMMISSION

INSTRUCTIONS:

For your appeal/objection to be accepted for consideration by the Civil Service Commission, you must:

1) fill out this form completely;
2) provide a written statement that details the basis of your objection (include any relevant information / material evidence that will allow the Commission to make an informed decision relating to your case); and
3) submit this completed form and the written statement within the appropriate deadline to the Civil Service Commission Office through email at civilservice@pueblo.us. Please call our office at 719-553-2635 if you need to make other arrangements for delivery of your appeal.

OBJECTION/APPEAL TYPE:

☐ **Civil Service Rule 17 - Objection with respect to rejection of applicants from admission to an examination**
Deadline: 10 calendar days after the date of notice of rejection.

☐ **Civil Service Rule 23 - Objection with respect to content, conduct, scoring and/or ranking of promotional exams (exams open only to City of Pueblo employees).**
Deadline (content or conduct) - 10 business days after date of examination.
- *Conduct - Use this appeal process*
- *Content - email our office to obtain review*

Deadline (scoring or ranking) - 10 business days after date of notice of examination results.

☐ **Civil Service Rule 31 - Objection with respect to removal from an eligible list**
Deadline: 10 calendar days after the date of notice of removal.

☐ **§6-4-5, P.M.C - Appeal from classification, reclassification or allocation of position**
Deadline: 10 calendar days after receipt of notice or failure of the Director to take such action.
(Your written statement must include (1) the action or failure to act by the Human Resources (HR) Director; and (2) the date notice of said action was received or, if based on failure to act, the date the HR Director was notified of the establishment of a new position or the date a classification review was submitted to the HR Director.)

☐ **§6-12-1, P.M.C - Appeal of disciplinary action involving suspension, demotion or dismissal**
Deadline: 5 calendar days after notice of action was served on the employee.
(Include a copy of the written notice of disciplinary action with the written statement)

☐ **§6-11-2, P.M.C - Step 5 Grievance relating to replacement, reinstatement or alleged discrimination due to race, sex, religion, or political belief**
Deadline: 3 business days after receipt of the decision in Step 4
(Include a copy of your submitted grievance and decisions of all previous grievance procedure steps with your written statement.)

☐ **Other -** _____
(Section from union contract, PMC or Civil Service Rules)
Deadline: Refer to the specific provision you listed above

APPELLANT INFORMATION:

_____
Last 4 of SSN

_____
Name (Last, First)

_____
Address

_____
City, State, Zip

_____ _____
Primary Phone # **Alternate Phone #**

_____
Email

_____ _____
Signature **Date**
**** e-signatures not accepted. ****

Complete this section only if you are a current/past City of Pueblo full-time employee

_____
Job Title

_____ From To
Department/ Division **Dates of Employment**