



MUNICIPAL CIVIL SERVICE COMMISSION
CITY OF AUSTIN
 505 Barton Springs Road, Suite 600 | Austin, TX 78704
 PO Box 1088 | Austin, TX 78767
 Joya Hayes, Municipal Civil Service Director
 (512) 974-3400
municipalcivilservice.hrd@austintexas.gov

MCS Case No.

Date Notice Received:

NOTICE OF APPEAL
 (Non-Sworn Employees)

INSTRUCTIONS: This form must be submitted in writing to the Office of the Municipal Civil Service Director located at the address above within fifteen (15) business days as instructed below , following the date the employee received notification. The employee must attach one of the following in support of the appeal: <ul style="list-style-type: none"> • Copy of the Notice of Discharge • Department Head's final written response • Paperwork indicating no Department Head response • Notice of Disciplinary Action • Notice of Non-Selection 		TYPE OF APPEAL: (Check those that apply) <input type="checkbox"/> Discharge <input type="checkbox"/> Demotion <input type="checkbox"/> Disciplinary Probation <input type="checkbox"/> Disciplinary Suspension <input type="checkbox"/> Denial of Promotion <input type="checkbox"/> Discharge – Reduction-in-Force	
Alternative Dispute Resolution (ADR) Requested? (Check One)		YES	NO
		Department:	
		Date of Action:	

Full Name of Employee _____ Work Address _____ Work Telephone _____

Employee ID _____ Title _____ Department _____

Employee Mailing Address _____ City _____ State _____ Zip _____ Contact Telephone _____

Full Name of Representative (if any) _____ Telephone Number of Representative (including Area Code) _____

Employee's Email: _____

Representative's Email: _____

TIMELINE: The Municipal Civil Service (MCS) Office must receive this form by 5:00 p.m. within fifteen (15) business days following the date the employee received: a notice of Discharge; a final Department Head response as described above, or in the case of no response in a departmental grievance, from the deadline for response. If this Appeal is deemed a timely and appealable matter, the employee will receive a receipt of Notice of Appeal. The employee will be notified within ten (10) business days from submitting the notice of appeal of the date of the scheduled hearing. Please refer to the MCS Rules, Rule 7 for additional information on Appeals.

DATE OF ACTION: The date the employee received final written notification of a Disciplinary Action or Denial of Promotion.

ALTERNATIVE DISPUTE RESOLUTION (ADR): The employee may voluntarily elect to participate in an ADR Process. For purposes of an Appeal, the ADR process is separate from the hearing process and does not stop or extend timelines.

COMPLETE THE BASIS OF THIS APPEAL ON THE REVERSE SIDE.

Signature of Employee or Representative _____ Printed Name _____ Date _____

Signature Municipal Civil Service Representative _____ Printed Name _____ Date _____

