

Frequently Asked Questions

1.	Where do I submit my appeal?	<p>Appeals may be submitted by email: PDFSubmission@bos.lacounty.gov</p> <p>By Mail: Los Angeles County Civil Service Commission Kenneth Hahn Hall of Administration 500 West Temple Street, Room 522 Los Angeles CA 90012</p> <p>By Fax: 213-974-2534</p> <p>We also accept in person delivery.</p> <p><u>Email submissions are strongly encouraged</u></p>
2.	Does the Commission have appeal forms that I can fill out?	No. See "Suggested Format For Filing An Appeal" below.
3.	What documents do I Include in my appeal?	You must include your written appeal request and the letter of imposition provided by your department. We encourage you to include any other documents that will help you present <u>sufficient</u> facts and reasons for your appeal.
4.	When will the Commission hear my request for appeal?	Appeals are placed on the first available Commission meeting agenda. Generally, an appeal will be heard by the Commission within 3 to 6 weeks after it is filed, assuming all the required documentation is provided.
5.	How many days do I have to file an appeal?	<p>If appealing a discharge, reduction, or suspension exceeding 5 days, your appeal must be filed no later than 15 business days from the date you received the discipline letter. (Civil Service Rule 4.05)</p> <p>In all other matters (except as provided in Civil Service Rule 6.07), an appeal must be filed no later than 10 business days from the date of the ruling or order complained of. (Civil Service Rule 4.05)</p> <p>Appeals <u>must be received by 5:00 p.m.</u> on the day of the deadline or it will be considered untimely.</p>

6.	Do I have to be present at the Commission meeting when my appeal is heard?	<p>Your presence is not mandatory. However, attendance at the meeting will give you and/or your representative an opportunity to clarify your position or answer any questions the Commission might have.</p> <p>Instructions on how to access the meeting via Webex are provided on our website, https://civilservice.lacounty.gov/.</p>
7.	Do I have any further recourse if my appeal is denied?	<p>If the Commission denies your appeal, you may file one amended appeal within 10 business days of the date your original appeal was denied. (Civil Service Rule 4.03B)</p> <p>An amended appeal must contain <u>new</u> information that you have not previously submitted.</p>
8.	If the Commission grants my petition for a hearing, how soon will the hearing be scheduled?	<p>After your hearing is granted, Commission staff will contact you and/or your representative and the department's representative to schedule hearing dates. Although hearing dates are dependent on the availability of the Hearing Officer and party representatives, hearings generally begin 2 to 4 months from the date the Commission grants a hearing.</p>
9.	Is mediation available?	<p>Mediation is available ONLY if the Commission grants a hearing and if BOTH sides agree to mediate. Please contact us for more information.</p>
10.	How many days does the Hearing Officer have to submit their report?	<p>30 days after the hearing concludes. (Civil Service Rule 4.13)</p>

SUGGESTED FORMAT FOR FILING AN APPEAL

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APPENDIX

Suggested Format For Filing An Appeal

Please type or print neatly

All fields are required

Today's Date

Address your appeal to:

*Los Angeles County Civil Service Commission
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 522
Los Angeles, California 90012*

Full Name

Street Address or P.O. Box

City, State, Zip Code

Employee I.D. (if applicable)

Date of Hire (if applicable)

Daytime Telephone Number

Current Email Address

Your Department (if applicable)

What are you appealing?

*If appealing discipline, specify the disciplinary action (discharge, 10-day suspension, reduction).
If appealing an examination score, specify the examination title and the portion of the
examination being appealed (interview score, Appraisal of Promotability score, written score,
performance portion, etc.).*

*If alleging discrimination under Civil Service Rule 25 must identify the specific non-merit
factor(s) on which the alleged discrimination is based. No hearing shall be granted, nor
evidence heard relative to discrimination based on unspecified non-merit factors.*

Body of Appeal

*In plain language and in detail, include sufficient facts to support your appeal, including the
relevant Civil Service Rules, if applicable.*

Print Your Name and Signature

**NOTE: YOU MUST INCLUDE A COPY OF THE NOTICE OF DISCIPLINARY ACTION OR
NOTICE OF EXAMINATION APPEAL DENIAL.**