



COVER SHEET
Appeal to the State Civil Service Commission
Revision Date: 4/13/2026

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|--------------------------|--------------------|-----------------------|--|
| Employee Name: | | Address: | |
| Personnel Number: | | Email Address: | |
| Home phone: | Cell phone: | Work phone: | |

1. What action are you appealing?
- | | |
|---|--|
| <input type="checkbox"/> Disciplinary Action | <input type="checkbox"/> Violation of Article X of the LA Constitution |
| <input type="checkbox"/> Non-Disciplinary Removal | <input type="checkbox"/> Other |
| <input type="checkbox"/> Violation of SCS Rule | |

2. Which state agency took the action you are appealing?

3. What is your status?
- | | | |
|--|---|---|
| <input type="checkbox"/> Permanent | <input type="checkbox"/> Probational | <input type="checkbox"/> Unclassified |
| <input type="checkbox"/> Job Appointment | <input type="checkbox"/> Classified WAE | <input type="checkbox"/> Unclassified WAE |

4. Did you receive written notice of the action? **Yes** **No**

If so, when? _____ A copy of the notice must be attached.
If not, how and when did you learn about the action?

5. Why, generally, are you appealing the action? (Please use additional paper if needed)

NOTE: If you are a permanent employee, please refer to 13.10 of the SCS Rules. If you are not a permanent employee or you are appealing anything other than a disciplinary action or removal, you only have a right to appeal if the agency discriminated against you because of your political or religious beliefs, sex or race or violated the Civil Service Article or a Civil Service Rule. To be heard on these claims, you must plead, in detail, facts to support your conclusions. See Civil Service Rule 13.11(d). Use separate sheets to provide this detail.

6. What relief are you seeking? (Please use additional paper if needed)

7. If you are successful in this appeal, will someone else be adversely affected? If so, provide their names and addresses and explain how they will be adversely affected.

(Signature of employee or attorney)

Date

Attorneys, provide your address, phone, and email address.