

EMPLOYEE APPEAL OF DISCIPLINE IMPOSITION

Sec. 76. With the exception of summary suspensions under Section 87, any permanent employee who is suspended, dismissed, or demoted for disciplinary reasons or pursuant to Section 40, shall be entitled to an appeal under Section 1103 of the City Charter and/or these rules. If an employee desires to appeal, he/she must file a written notice of appeal and request for a hearing: (1) no later than 10 days after the date the letter of charges was personally delivered; or (2) no later than 10 days after the date of delivery recorded on the certified mail return receipt; or (3) no later than 25 days after the date of mailing if the certified mail return receipt is not returned and the letter of charges was mailed to the employee's address on file. The Commission may, for good cause, grant an additional five days in which to file an appeal. In the absence of a timely appeal, the order of suspension, dismissal or demotion shall be final without any action of the Commission.

Rev. August 21, 2001