

**HILLSBOROUGH COUNTY CIVIL SERVICE BOARD  
CLASSIFIED EMPLOYEE DISCIPLINE APPEAL REQUEST  
(CIVIL SERVICE FORM 5A)**

*All Fields Are Required!*

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To: **Civil Service Board**  
**Attn: Employee Appeals**

Today's Date: \_\_\_\_\_

From: \_\_\_\_\_  
(Employee: Clearly Print Your Full Name Including Middle Initial)

Date of Birth: \_\_\_\_\_

Current Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Personal Email Address: \_\_\_\_\_

Agency/Department: \_\_\_\_\_

Date I Received the Civil Service Form 5 from my employer: \_\_\_\_\_ . *NOTE: To be acceptable, I understand that my request for appeal must be received by the Civil Service Office within ten (10) calendar days from the date of my receipt of the Civil Service Form 5 from my employer.*

In accordance with Civil Service Rule 15, I respectfully request a formal hearing before the Civil Service Board to appeal the [Disciplinary] action described below:

1. I believe the action imposed was not justified because:

2. To resolve this appeal, I think the Civil Service Board should:

3. The following information is furnished to facilitate the notification process required by Civil Service Rule 15:

I expect to represent myself during the appeal process.

I expect to be represented by: \_\_\_\_\_

Check One:  Non-Attorney  Attorney

who may be contacted at the following:

Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

HILLSBOROUGH COUNTY CIVIL SERVICE BOARD DISCIPLINE APPEAL REQUEST

4. By placing a checkmark in each box below, I certify that I have read and understand Civil Service Rule 15 as it relates to the following matters:

- To be acceptable, I understand my request for appeal must be received by the Civil Service Office within ten (10) calendar days from the date of my receipt of Civil Service Form 5
- The Civil Service Board shall make every reasonable effort to hear appeals of dismissal within 30 days of receipt of notice of appeal, unless the Appointing Authority or I request an extension of time.
- At no time shall an appeal hearing be delayed beyond 60 calendar days without the consent of the parties.
- Request for appeal hearings involving suspensions or involuntary demotions for cause shall be scheduled as soon as possible by the Civil Service Board.
- Any request for continuance of a hearing must be submitted in writing, with full justification, so as to reach the Civil Service Office by the end of that business day which is five (5) working days prior to the hearing date. The first such continuance may be granted by the Director of the Civil Service Board. The second request may be granted by the Civil Service Board Chairperson. Any further request shall be presented in person, to the Board when it next convenes. Continuances shall be granted by the Board only upon a sufficient showing of good and compelling cause.
- I understand that I shall, at all times, keep the Director of the Civil Service Board informed, in writing, of my current address and telephone number.
- The Director of the Civil Service Board shall provide reasonable notice to all parties, providing an opportunity to be heard and to introduce relevant testimony and evidence at the hearing, which shall be public. All testimony shall be under oath.
- I understand that my designated representative or I, along with the Appointing Authority or his or her designated representative, will be required to attend a scheduled meeting with the Civil Service Board General Counsel prior to my hearing before the Board. I further understand that the purpose of this meeting will be for each party to stipulate to facts and admissibility of documents. I also understand that at this same meeting, each party will also be required to submit a list of potential witnesses to be called upon at the formal hearing before the Civil Service Board.
- I fully understand that it is not part of the Civil Service Board's function to determine whether the degree or type of disciplinary action is appropriate. Therefore, the Civil Service Board may not reduce, increase or otherwise modify the disciplinary action imposed upon the appellant by the Agency Head. If the conduct which occurred establishes a violation of at least one of the rules of the Hillsborough County Civil Service Board or of the Appointing Authority, and there is just cause for the disciplinary action, the discipline must be upheld in its entirety. If the conduct which occurred does not establish a violation of the Civil Service Rules of the Hillsborough County Civil Service Board or of the Appointing Authority; or if the discipline is found not to be for just cause, the discipline must be vacated in its entirety and the appellant placed in the same position and employment status that he or she would have been in had the action not been taken.
- I understand that the Director and/or a member of the Civil Service Board is authorized to issue subpoenas to compel the attendance of witnesses and the production of books, accounts, records and documents at the final evidentiary hearing. Subpoenas may be served by the Sheriff's Office, Private Process Server, or by the party's representative. Responsibility for completing the subpoena and submitting it to the Director of the Civil Service Office for signature is on the individual requesting the subpoena [employee (appellant), agency/department, or their respective representative). Service of the subpoena and the payment of witness fee and mileage fee is also the responsibility of the individual requesting the subpoena [employee (appellant), agency/department, or their respective representative). Appropriate witness fee and mileage fee is required at the time of service of the subpoena.
- I agree that my electronic signature is the legally binding equivalent to my handwritten signature. Whenever I execute an electronic signature, it has the same validity and meaning as my handwritten signature. I will not, at any time in the future, repudiate the meaning of my electronic signature or claim that my electronic signature is not legally binding.

\_\_\_\_\_  
(Employee's Printed Name)

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)