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**HILLSBOROUGH COUNTY CLASSIFIED EMPLOYEE
NOTICE OF DISCIPLINE AND OPPORTUNITY TO APPEAL
(CIVIL SERVICE FORM 5)
INSTRUCTIONS FOR EMPLOYERS**

The attached form or a similar form that substantially mirrors the content of the attached form, shall be used by Appointing Authorities covered by the Hillsborough County Civil Service Act (Chapter 2000-445, F.S., as amended) to formally notify employees covered by the Act of the Appointing Authority's decision to impose formal discipline (i.e., dismissal, suspension without pay, or demotion for cause) following a pre-disciplinary or administrative due process hearing, and of the opportunity to appeal the discipline to the Civil Service Board.

When two or more types of discipline are imposed in relation to a single due process, please use a separate form for each type of discipline imposed. For example, an employee might be suspended without pay, pending an investigation, and, ultimately, be dismissed.

Where practical, receipt of the Form 5 shall be acknowledged and dated by signature of the named employee. Should the employee refuse to acknowledge receipt by signing and dating the form, the appointing authority may add a notation to that effect in the acknowledgment section of the form. The appointing authority shall promptly provide the employee with a copy of the completed and signed CS Form 5 and with a blank CS Form 5A (discipline appeal request).

Where the named employee is no longer at the workplace, the completed Form 5 and a blank CS Form 5A (discipline appeal request) shall be delivered to the named employee via certified, return-receipt U.S. mail. The official receipt of certified delivery shall serve to document receipt of the form by the employee.

The employee's 10 day window of opportunity to file an appeal of the action documented on the Form 5 begins on the date of acknowledgement entered on the form or, in the case of an employee who is no longer at the workplace, the date of service documented on the official receipt of certified delivery.

Appointing Authorities shall promptly provide the Civil Service Board with a copy of the completed Form 5 and, when appropriate, a copy of the certified delivery receipt.

**HILLSBOROUGH COUNTY CLASSIFIED EMPLOYEE
NOTICE OF DISCIPLINE AND OPPORTUNITY TO APPEAL
(CIVIL SERVICE FORM 5)**

TO: _____
(Employee Name) (Job Title) (Employee Number)

(Street Address)

(City, State, Zip Code)

FROM: _____
(Appointing Authority Rep Name) (Job Title) (Agency)

(Appointing Authority Signature)

(Date)

You are hereby notified that, under the provisions of Section 11 of the Civil Service Law (Chapter 2000-445, Laws of Florida, as amended); and, Hillsborough County Civil Service Rule 11, the disciplinary action(s) identified below is/are being taken with regard to your employment. The below action was the subject of your pre-disciplinary or administrative due process hearing that was conducted on .

Discipline Description (For dismissals and demotions, include the effective date. For suspensions without pay, include the total number of days, the first date not paid, and the last date not paid. For demotions, include the "from" and "to" job title and pay grade):

- Dismissal effective _____ Demotion effective _____
From: _____ (Job Title and pay grade)
To: _____ (job title and pay grade)
- Suspension: # of days ____ From (first date not paid): _____ To (last date not paid): _____

The REASON(s) for this action is/are [List CSR 11.2 violations; # of _____ pages(s) of relevant information attached]:

NOTICE TO EMPLOYEE: OPPORTUNITY TO APPEAL

If you believe there is no just cause for this decision, you may appeal the disciplinary action to the Civil Service Board. Your appeal request must be submitted electronically at www.hccsb.org using the CS Form 5A. Self-represented individuals who do not have the means to file electronically may submit paper documents in person or via U.S. mail to the Civil Service Office at 601 E. Kennedy Blvd., Suite 1700, Tampa, Florida 33602. An appeal must be received no later than ten [10] calendar days from the date you sign this form or the date the completed form is delivered to you via certified mail. For further information, you may call the Civil Service Office at 813-274-6763.

Sign and date this notice in the space provided below to acknowledge receipt and understanding of your opportunity to appeal this action.

Employee Signature Acknowledging Receipt: _____ Date: _____