



**Vision:**

Hillsborough County Government's Fair Employment Information Hub

**Mission:**

Serving as the arbiter, we provide information & guidance to client appointing authorities on the disciplinary process and to employees on their rights through a consistent employee relations system ensuring a fair & impartial forum.

**Value Proposition:**

We ensure fair employment practices for Hillsborough County Classified employees

*HILLSBOROUGH COUNTY  
GOVERNMENT'S  
FAIR EMPLOYMENT  
INFORMATION HUB*



601 EAST KENNEDY BLVD

Website: [www.hccsb.org](http://www.hccsb.org)

Phone: 813-274-6763

E-mail:

[EmployeeAppeal@HillsboroughCounty.org](mailto:EmployeeAppeal@HillsboroughCounty.org)

**KNOW  
YOUR  
RIGHTS**



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## HISTORY

The movement toward government efficiency which began in the early 1900s necessarily included the concept of merit based employment in the public service. Following the lead at the federal level, Florida adopted guidelines set forth by the National Municipal League to stabilize and professionalize its government workforce.

In the midst of the largest wave of labor strikes in U.S. history, and with the civil rights movement featuring prominently in the background, cities and counties like Hillsborough led the way in the adoption of civil service systems to protect employees from political patronage and the spoils systems that interfered with the provision of competent, reliable public services to the community.

The Hillsborough County Civil Service Act was created and became effective on October 1, 1951. In 1955, the State added Civil Service Systems and Boards to the State Constitution. The measure garnered the overwhelming approval of 77 percent of voters. Not surprisingly, Florida's commitment to civil service remains in its current constitution.

Over the years, the Hillsborough County Civil Service Act has been amended regularly to remain responsive to the overall mission of its clients to serve the citizens of Hillsborough County effectively and efficiently.

## Employee Appeals

### WHEN & HOW CAN I BE INVOLUNTARILY DEMOTED, SUSPENDED, OR TERMINATED?

When an Appointing Authority believes that you have violated Civil Service Rule 11, and/or an agency policy or regulation, it may take action to involuntarily demote, suspend, or terminate you. Except in extraordinary circumstances, before an Appointing Authority can take such disciplinary action, it must first provide you with written notice detailing the reasons it believes Civil Service Rule 11, and/or an agency policy or regulation has been violated. For actions which may result in an involuntary demotion, suspension, or termination, you must be given at least 5 working days to consider the written notice, and a pre-disciplinary hearing at which you may respond to the allegations. If the Appointing Authority decides to involuntarily demote, suspend, or terminate you, it must provide you with a completed Civil Service Form 5 – Notice of Discipline and Opportunity to Appeal. You should sign the CS Form 5 to acknowledge receipt (or the Appointing Authority can note that you refused to sign).

**CAN I APPEAL?** All classified employees who have completed their initial probationary period have the right to appeal a disciplinary action resulting in an involuntary demotion, suspension, or dismissal.

**HOW DO I FILE AN APPEAL?** If you believe that the discipline is not for just cause, or that you did not violate a rule/policy/regulation, you have the right to file an appeal. You must begin your appeal by submitting a completed Civil Service Form 5A to the Civil Service Board no later than ten (10) calendar days following the official date of receiving the Notice of Discipline (Civil Service Form 5). This form must be filed through our website at [www.hccsb.org](http://www.hccsb.org) under the "File An Appeal" tab. You may contact the Civil Service Office for assistance in filing an appeal.

## The Appeal Hearing

### WHAT ARE MY RIGHTS DURING THE HEARING?

You have the right to be heard publicly, to present evidence, and to be represented by legal counsel or an advocate who is not a witness in the case. You may present witness testimony or cross-examine witnesses during a final evidentiary hearing, but not if the hearing is to consider a preliminary Motion.

After the conclusion of the evidence, each person may present a closing argument to inform the Board of each party's position as to the facts demonstrated by the evidence, and whether or not the alleged violation(s) of Civil Service Rules, Agency policies, and/or regulations have been proven.

After closing argument, the Board conducts its deliberations in open meeting. The Board is required to vote separately on each alleged violation.

### Appeal Hearing Outcome

**WHAT REMEDY CAN I EXPECT?** The Board may not reduce, increase or otherwise modify the action imposed upon the employee by the Agency Head. If the conduct which is proven establishes a violation of at least one Civil Service Rule, Agency policy, and/or regulation, the discipline must be upheld. If the conduct which is proven does not establish a violation of a Civil Service Rule, Agency policy, and/or regulation, or if the action taken is found not to be for just cause, the action must be vacated in its entirety and the employee placed in the same position that he or she would have been in had the action not been taken.

**"KNOW YOUR RIGHTS"**