

STATE CIVIL SERVICE

THE APPEALS PROCESS

In accordance with Louisiana State Constitution, Article X, Section 8.(A): Disciplinary Actions. No person who has gained permanent status in the classified state or city service shall be subjected to disciplinary action except for cause expressed in writing. A classified employee subjected to such disciplinary action shall have the right of appeal to the appropriate commission pursuant to Section 12 of this Part. The burden of proof on appeal, as to the facts, shall be on the appointing authority.

The State Civil Service Appeals Division provides a staff of Referees and serves as the Clerk of Court's Office for the State Civil Service Commission by helping the Commission hear and decide appeals.

THE LIFE OF AN EMPLOYEE APPEAL

Filing by employee
CS Rules 13.11-12

**Record created,
docket # and
referee assigned**

Notice of Appeal
CS Rule 13.13

**Review by
Referee**

Setting an Appeal for Hearing

- 30 days in advance
- Subpoenas - requests, motions to quash, issuance

Prehearing Procedure, Duty to Develop Issues

- Show cause to employee
- Notice of defect to agency
- Recall of notices
- Status conferences
- Rulings

Continuances
(for cause) CS Rule 13.18

Hearing
CS Rules 13.15-17 & 13.19

**Close the
Record**

Issue Decision



Article X, Section 8 and Section 12 of the state constitution authorize the Commission to hear and decide certain types of cases involving state classified employees.

**LEARN MORE
ABOUT THE SCS
APPEALS PROCESS
& VIEW DECISIONS**

