



Employee Name:		Address:	
Personnel Number:		Email Address:	
Home phone:	Cell phone:	Work phone:	

1. What action are you appealing?

2. What state agency took the action you are appealing?

3. What is your status?

- Permanent       Probational       Unclassified  
 Job Appointment       Classified WAE       Unclassified WAE

4. Did you receive written notice of the action? Yes  No

If so, when? \_\_\_\_\_ A copy of the notice must be attached. If not, how and when did you learn about the action?

5. Why, generally, are you appealing the action?

**NOTE:** If you are a permanent employee appealing a disciplinary action or removal, use separate sheets to respond to the allegations against you. If you are not a permanent employee or you are appealing anything other than a disciplinary action or removal, you only have a right to appeal if the agency discriminated against you or violated the Civil Service Article or a Civil Service Rule. To be heard on these claims, you must plead, in detail, facts to support your conclusions. See Civil Service Rule 13.11(d). Use separate sheets to provide this detail.

6. What relief are you seeking? (Please use additional paper if response does not fit in box.)

7. If you are successful in this appeal, will someone else be adversely affected? If so, provide their names and addresses and explain how they will be adversely affected.

\_\_\_\_\_  
(Signature of employee or attorney)

Attorneys, please attach a letter of enrollment with your address, phone and fax numbers.