

# APPEAL OF MINOR DISCIPLINARY ACTION

## NEW JERSEY CIVIL SERVICE COMMISSION - STATE SERVICE

### INSTRUCTIONS:

**Employer:** Provide this form to all permanent employees or employees serving in a working test period with the issuance of any notice of suspension or fine of five days or less or an official written reprimand.

**Employee:** To appeal this charge, complete Part 1 and submit this form to your appointing authority/designee within five calendar days of receipt of this form or within such time frame as provided in your union contract.

### PART 1 - Employee Appeal to Management:

NAME OF EMPLOYEE:		MAILING ADDRESS:	
SOCIAL SECURITY NUMBER:		-----	
DEPARTMENT:		DIVISION, INSTITUTION, OR AGENCY:	TITLE OF YOUR POSITION:
Charges Appealed:	REPRESENTATION: (Check One) <input type="checkbox"/> I will represent myself <input type="checkbox"/> My representative will be:		
Penalty Recommended:	Name: _____		
	Title/Union: _____		
	Employee Signature: _____		
	Date: _____		

### EMPLOYEE DO NOT WRITE IN PART II - For Management Decision

#### Part II - Management Decision on Employee's Appeal

Appointing Authority/  
Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MANAGEMENT  
 Check here if  
decision is attached.

### Section Below to be Completed by Employee After Management Decision

**Part III - Further Appeal:** If the charges have been upheld by Management in Part II, you have a further right to appeal. Please check block A, B, or C below to indicate your decision with respect to further appeal and return this form to the appointing authority/designee. Please note, if you are a permanent employee in a Law Enforcement Unit and have selected option B, submit this form to your union president.

- A.  I will not appeal the management decision.
- B.  I wish to appeal this minor discipline under the provisions of my union contract. This option is available only to permanent employees covered by a union contract who receive a fine or suspension of five days or less. Check union contract for time period to file appeal.
- C.  I request a review of my appeal by the New Jersey Civil Service Commission (NJ CSC). This option is available to permanent employees or employees serving in a working test period who receive a fine or suspension of five days or less or an official written reprimand. This appeal must be filed within 20 calendar days of receipt of this form to the NJ CSC, P.O. Box 312, Trenton, New Jersey 08625-0312, and present an issue of general applicability concerning a law, rule, regulation or policy. Pursuant to *N.J.A.C. 4A:2-1.8(a)*, there is a \$20 fee for minor disciplinary appeals. Please include the required \$20 fee with your appeal. Payment must be made by check or money order only, payable to NJ CSC. Persons receiving public assistance pursuant to P.L. 1947, c.156 (C.44:8-107 *et seq.*), P.L.1973, c. 256 (C.44:7-85 *et seq.*), or P.L.1997, c.38 (C.44:10-55 *et seq.*), and veterans as defined by *N.J.S.A.11A:5-1, et seq.*, are exempt from this appeal fee.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_