



COUNTY OF VENTURA CIVIL SERVICE COMMISSION

APPEAL FORM (DISCIPLINARY ACTIONS)

INFORMATION

Petitioner Name: _____

Address: _____

Phone: _____ e-Mail: _____

Job Title: _____ Department: _____

Representative Name
(if applicable): _____

Representative
Address and Phone: _____

Date: _____ Signature: _____
(Petitioner or Representative signature required)

INSTRUCTIONS

This form may be used (but is not required) to file an appeal with the Ventura County Civil Service Commission in accordance with Article 21 of the Ventura County Personnel Rules and Regulations (Article 21) and Article 4, Chapter 3, Division 1 of the Ventura County Ordinance Code (Civil Service System Ordinance).

1. **Review** any documents provided to you by your employer (either the County of Ventura or one of its Districts) and Article 21, which may be found in the Ventura County Personnel Rules and Regulations on the Human Resources website at <http://www.ventura.org/divisions/human-resources>. Article 21 sets forth the requirements and deadlines for filing your appeal. (Please note that the Civil Service Commission and its staff cannot provide legal advice; however, you may contact the Commission's staff if you have procedural questions regarding the appeal process. See contact information, below.)
2. **Send** or deliver a completed and signed original of this form, and any supporting documents you need to attach to it, to the Civil Service Commission, County of Ventura, 800 S. Victoria Avenue, Hall of Administration, Room 336, Ventura, CA 93009-1500; or you may send a copy, via facsimile to (805) 662-6790 or by e-mail to civil.servicecomm@ventura.org.
3. **A copy** of your appeal must also be sent to the Human Resources Director, 800 S. Victoria Avenue, Ventura, CA 93009-1940. (Article 21, Section 2103.)

(continued on next page)

PERSONNEL RULE 2302 REQUIREMENTS

Nature of Appeal: (List the specific disciplinary action(s) from which you are appealing and the specific facts on which you base your appeal. Use additional sheets if necessary, and you may attach documentation to support your claim and requested relief, including the notice of disciplinary action and any written response.)

Alleged Violations by Employer: (List any and all Personnel Rule(s), regulation(s), ordinance provision(s), or any other law(s) you believe your employer violated with regard to your disciplinary matter. Use additional sheets if necessary, and you may attach documentation to support your claim and requested relief, including the notice of disciplinary action and any written response.)

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Relief Requested: (State the specific remedy you are seeking -- e.g., reinstatement to prior position, reduction in discipline, reinstatement and back pay, etc. Use additional sheets if necessary, and you may attach documentation to support your claim and requested relief, including the notice of disciplinary action and any written response.)