

Petition must be signed by appellant or attorney to be valid.

A facsimile transmission of your appeal received by the Personnel Department by the filing deadline qualifies as filing if and only if (1) you receive a signed acknowledgement of receipt from the Personnel Department and (2) you submit the original signed appeal to the Personnel Department within seven (7) calendar days of the Personnel Department's receipt of the facsimile transmission.

PETITION OF APPEAL TO PERSONNEL BOARD

(PERSONNEL RULES AND RULES OF APPEAL PROCEDURES ARE AVAILABLE UPON REQUEST AND ONLINE AT THE PERSONNEL DEPARTMENT WEB SITE JEFFPARISH.NET/JPPD)

Name: _____ (Docket No. _____)
First Middle Last

Address: _____
Street and Number, or P.O. Box City State Zip Code

Phone Number: (_____) _____ - _____

In accordance with the provisions of the Jefferson Parish Personnel Rules, and the Personnel Board Rules of Appeal Procedure, I hereby appeal to the Personnel Board from an action(s) taken against me as an employee of Jefferson Parish, as follows:

On: _____, I was: Dismissed Suspended Other*
Month Day Year

* If you indicated "Other", give a brief explanation in the space below:

On the above date, I was employed by: _____
Department or Agency

My job title was: _____, and my civil service status was:
 Permanent Probationary Other

The name and title of the official who authorized the action against me is: _____.

I learned about the action taken against me on: _____
Month Day Year

I hereby request the Board to hear my appeal and _____

(State what action you want the Board to take on your behalf)

because _____
(Briefly explain why the Board should do what you are requesting)

CHECK THIS BOX IF YOU ALLEGE DISCRIMINATION. GIVE FULL DETAILS IN THE SPACE PROVIDED BELOW. WHERE DISCRIMINATION IS ALLEGED, YOU MUST BEAR THE BURDEN OF PROOF.

Use this space to provide specific facts which support your conclusion of discrimination required under Personnel Rule II, Section 4:4.3 (if necessary, attach additional sheets).

AN APPELLANT WHO FILES AN APPEAL BASED ON AN ALLEGATION OF REPRISALS AS PROHIBITED UNDER PERSONNEL RULE II, SECTION 7 SHALL BEAR THE BURDEN OF PROOF EITHER THROUGH DIRECT OR INDIRECT EVIDENCE.

SPECIAL RULES APPLY TO APPEALS OF ACTION TAKEN BASED ON A VIOLATION OF THE DRUG OR ALCOHOL POLICY IN PERSONNEL RULE II, SECTION 6. DOCUMENT REQUESTS MADE UNDER RULE II, 6.1(C) (APPEALS BASED ON DRUG AND ALCOHOL TESTING) MUST BE SUBMITTED TO THE SUBSTANCE ABUSE MANAGER, DEPARTMENT OF HUMAN RESOURCE MANAGEMENT, SUITE 517, 1221 ELMWOOD PARK BOULEVARD, JEFFERSON, LOUISIANA.

I am aware that I may be opposed by an attorney, and that I have the right, but am not required, to employ an attorney to represent me. The name of my attorney is: (if none, write NONE in the space provided below).

Name of Attorney

Mailing Address

City State Zip Phone No.

Signature of Appellant or Attorney

Date

Decisions in this matter will be mailed to the appellant at the address provided on this form. Decisions will also be mailed to counsel, if applicable. To track when decisions are mailed visit www.jeffparish.net/jppd and click on Personnel Board Orders.