



City Service Commission **APPEAL OF SEPARATION (NON-DISCIPLINARY) ACTION FORM**

Pursuant to Rule XI (Separation, Appeal, Hearing), Section 2 of the Rules of the Board of City Service Commissioners (the Commission), a regularly appointed employee who has passed his/her probationary period may appeal a non-disciplinary separation. The time limit to file an appeal ends at 4:45 p.m. on the third business day following receipt of written notification of the separation action. An appeal is filed when it is received and time-stamped by the Department of Employee Relations on behalf of the Commission. The Department of Employee Relations is located at City Hall, 200 East Wells Street, Rm. 706, Milwaukee, WI 53202. An appeal may also be filed by electronic transmission to the following email address: elmoor@milwaukee.gov or by FAX to the following number: (414) 286-0203, attention: Elizabeth Moore.

Appellants are encouraged to review the **Guidelines for Disciplinary Appeals to the City Service Commission** located at: <http://city.milwaukee.gov/der/csc/FormsDocs>

Please complete the form below to appeal a qualifying separation action.

I appeal the following separation action, pursuant to Rule XI, Section 2 of the Rules of the Board of City Service Commissioners (*check one*):

Separation (Non-Disciplinary)

I received written notification of the separation action that I am appealing on: _____. Please attach the separation notice for the action that you are appealing. **Please attach a brief statement indicating the basis of your appeal.**

This appeal is dated this _____ day of _____, 20_____.

Signature of appellant: _____

Name of appellant (please print):	
Appellant's Department/Division:	
Appellant will be represented by:	
Contact information (phone number): (email address):	Phone: Email:
<i>Appellant's Contact Information:</i>	
Primary phone number:	
Address:	
Email:	

Please write a brief statement indicating the basis of your appeal (*attach to Form*):