Webb County Civil Service

Employee Appeal Process and Personal Grievance Process

Employee Appeals:

Notice of Proposed Disciplinary Action (Form) issued to employee for Suspension, Demotion or Termination (Employee may be sent home with pay at the discretion of Dept Head. Accrued leave is not used.)

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Employee Response- submitted to Department Head/Supervisor (within 5 working days)

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Notice of Disciplinary Action (Form) issued to employee for Suspension, Demotion or Termination (discipline must be same as on Notice of Proposed Disciplinary Action)

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Employee Appeal (Form) to Civil Service Commission (Submitted to HR Office within 5 working days)

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HR Office requests Department Response

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Department Response (Form) to Civil Service Commission- submitted to HR Office (within 5 working days)

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Hearing
(Scheduling subject to availability of Civil Service Commission and all other parties)

Personal Grievances:

Personal Grievance- (Form) written complaint made by an employee concerning a condition of employment. Filed by employee to Dept Head/Immediate supervisor within 5 working days of occurrence or condition

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Department Response (Form) to employee within 5 working days

IF employee is not satisfied with Department Response or lack of response **THEN**:

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Employee Appeal (Form) to Civil Service Commission (Submitted to HR Office within 5 working days of Dept Response)

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HR Office requests Department Response

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Department Response (Form) to Civil Service Commission- submitted to HR Office (within 5 working days)

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Hearing
(Scheduling subject to availability of Civil Service Commission and all other parties)