

Merit System Protection Board Appeal Information

You have received a disciplinary action from the Escambia County Board of County Commissioners and in accordance with the Merit System Protection Board (MSPB) Rules and Procedures, Section 3.5, Appeals Procedure, the following information is provided to you:

As a result of a disciplinary action, an employee who has been suspended without pay, involuntarily demoted, suffered a reduction in force involving reduction in pay or termination, or terminated by a participating Appointing Authority, and who has been duly appointed to such position in accordance with these Rules and the Policies and Procedures of the Appointing Authorities, and who has attained status by serving the required probationary period, shall have the right to appeal such disciplinary action to the Merit System Protection Board. **To appeal, the employee shall, within ten (10) calendar days after the receipt of the final notice of disciplinary action, file his or her appeal in writing to the MSPB.** It shall be sufficient for the employee to deny the charges or reasons given for the action taken or the severity of such action, and request a hearing before the MSPB. The employee or his or her representative shall sign the appeal and shall state the address to which the copy of the notice of hearing and other pleadings or papers filed in this action should be mailed. Copy of such appeal shall forthwith be served by the employee or his or her representative upon the appointing authority or its representative who initiated the action against the employee, and the servicing Human Resources Department by hand delivery or certified mail to its address of record.

For additional information, contact the MSPB at:

Merit System Protection Board

Attn: V. Keith Wells

904 East Gadsden Street

Pensacola, Florida 32501

(850) 432-4444

office@pensacola-socialsecurity.com

Office Hours: Monday – Thursday 9:00 am – 2:00 pm

Disciplinary Action Received: _____

Submit Appeal to the MSPB by: _____

HR Representative: _____

Revised: 10-07-16