



CAMERON COUNTY CIVIL SERVICE COMMISSION

**ELECTED OFFICIAL/DEPARTMENT HEAD'S RESPONSE
TO EMPLOYEE APPEAL**

This form must be received by the Employee and the Director of Human Resources/Civil Service Director within seven (7) calendar days after the Department receives a copy of the Employee's appeal.

Employee Name: _____

Action being appealed:

___ Suspension of ___ days ___ Demotion ___ Discharge

I have considered the information you presented, and have decided:

_____ To uphold the discipline

_____ To reverse the discipline

_____ To modify the discipline, as follows:

Signature of Elected Official/Department Head

Date

Printed Name

Department

NOTICE: You have the right to file an appeal with the Cameron County Civil Service Commission. Should you choose to exercise that right, your appeal must be filed with the Cameron County Director of Human Resources/Civil Service Director on the Employee Appeal Form within seven calendar days of your receipt of this notification. A copy must also be given to your Elected Official/Department Head.

Cc: Director of Human Resources/Civil Service Director
Supervisor