

SAMPLE NOTICE OF APPEAL HEARING. SAMPLE

(INSERT JURISDICTION NAME)

CIVIL SERVICE BOARD

(INSERT DATE/TIME)

(INSERT PLACE)

IN ACCORDANCE WITH THE PROVISIONS OF THE MUNICIPAL FIRE AND POLICE CIVIL SERVICE LAW, THE (insert jurisdiction name) CIVIL SERVICE BOARD WILL HOLD A PUBLIC HEARING AND INVESTIGATION CONCERNING THE APPEAL OF (insert name/class of employee) :

Insert the corrective or disciplinary action that has been taken against the employee.

****DO NOT INCLUDE ON POSTING NOTICE****

THIS POSTING NOTICE MAY BE USED IF IT IS THE ONLY MATTER WHICH IS TO BE CONSIDERED DURING A CIVIL SERVICE BOARD MEETING. OTHERWISE, THE MATTER MAY BE PLACED ON THE AGENDA WITH OTHER BOARD CONSIDERATIONS.

IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 33:2491 AND 33:2501, THE BOARD MUST NOTIFY THE EMPLOYEE AND APPOINTING AUTHORITY AT LEAST **TEN DAYS IN ADVANCE** OF THE APPEAL. THIS NOTICE IS TO INCLUDE THE TIME, DATE, AND PLACE OF THE APPEAL.

Post from (insert beginning date) through (insert ending date).
MUST BE POSTED FOR AT LEAST A 5 DAY PERIOD PRIOR TO THE HEARING