



## CAMERON COUNTY CIVIL SERVICE COMMISSION

### DEPARTMENT HEAD 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 Department Head or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print 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 to the Civil Service Commission within seven (7) calendar days of your receipt of this notification. A copy must also be given to your Department Head.**

Cc: Director of Human Resources/Civil Service Director  
Supervisor