

	City of Cedar Park Human Resources Policy Manual		
	Appeal Procedure		
	Number: I-3	Revision: 1	Effective Date: 5/10/2018

1.0 Policy

It is the policy of the City to allow an employee to appeal management decisions relating to a suspension, demotion, reduction-in-pay or termination of employment through the process outlined in this procedure.

2.0 Procedure/Rule

- 2.1 An employee who chooses to appeal a suspension, demotion, reduction-in-pay or termination shall submit his/her appeal in writing to Human Resources within five days from the date of the letter notifying the employee of the effective action.
- 2.2 The City Manager or designee shall hear the appeal.
- 2.3 An employee’s appeal can result in modification of the original disciplinary action. Consequently, the personnel transaction terminating the employee’s employment and the process to replace the employee shall be withheld pending the final appeal process disposition. Upon receipt of notification that the appeal process has been completed, the department shall submit the necessary paperwork to finalize the action as appropriate.
- 2.4 Confidentiality. Any release of information related to a disciplinary action or subsequent inquiry regarding the employee’s separation from employment shall be coordinated with Human Resources.