

State Civil Service Commission  
Frequently Asked Questions (FAQs)  
Effective June 1, 2020

NOTICE: Effective May 21, 2020

Until further notice and as a principal means of communication, the State Civil Service Commission's Legal Services Office (LSO) will be sending all official legal correspondence, including adjudications and orders, via email. The deadline for filing a request for reconsideration with the LSO or an appeal to the Pennsylvania Commonwealth Court will be based on the date the email is sent. Any questions about this notice can be sent to [RA-cs-legalsvcsQandA@pa.gov](mailto:RA-cs-legalsvcsQandA@pa.gov).

1. How do I contact the State Civil Service Commission?

In response to Governor Wolf's emergency declaration and the ongoing efforts to mitigate the spread of COVID-19, Commission staff continues to telework. Inquiries related to the civil service appeal process or a specific appeal can be emailed to the Commission's Legal Services Office at [ra-cs-legalsvcsQandA@pa.gov](mailto:ra-cs-legalsvcsQandA@pa.gov). All other inquiries can be emailed to the Commission's Executive Office at [ra-cs-exec\\_dir@pa.gov](mailto:ra-cs-exec_dir@pa.gov). At this time, it is recommended that inquiries be sent by email. However, if you choose to call, please contact 717-783-2924 (Legal Services Office) or 717-783-8806 (Executive Offices). All questions will be responded to as quickly as possible.

2. I would like to file a new appeal. Can I still do that?

- a. Yes. As always, any regular or probationary employee in the classified service, or job applicant, may appeal an employment action. An appeal must be in writing and must be received or postmarked within 20 days of the date the employee or applicant receives notice of the issue.
- b. With the Strawberry Square Office Complex currently closed to the general public and continuing efforts to mitigate the spread of COVID-19, the Commission is temporarily not able to accept hand-delivered appeals until further notice. During this time, please mail your appeal to the Commission's Legal Services Office at P.O. Box 569,

Harrisburg, PA, 17108-0569. It is very important that the envelope contain a postmark or other record of the date the appeal was sent. This date is required to determine whether the appeal has been filed in a timely manner.

3. *Will the Commission continue to hold appeal hearings and pre-hearing conferences at this time?*

In response to Governor Wolf's emergency disaster declaration and steps taken to mitigate the spread of the coronavirus (COVID-19), civil service appeal hearings and proceedings scheduled through May 31, 2020, were continued pursuant to a Supplemental Order issued by the Commission on April 20, 2020. The Supplemental Order expires on May 31, 2020. Beginning in June 2020, the Commission will contact parties to schedule pre-hearing and hearing dates as needed. The Commission asks for your patience as it works through this process.

4. *Do I still need to submit a brief, response to a motion, or pre-hearing conference memorandum due in March, April or May?*

In response to Governor Wolf's emergency disaster declaration and steps taken to mitigate the spread of the coronavirus (COVID-19), all filing deadlines were extended until further notice pursuant to a Supplemental Order issued by the Commission on April 20, 2020. The Supplemental Order expires on May 31, 2020. Beginning in June 2020, the Commission will contact parties to establish new filing deadlines. The Commission asks for your patience as it works through this process.

5. *I filed an appeal and it was my understanding that it was scheduled to be considered during the Commission's April 15<sup>th</sup> Public Meeting. When will I hear if my appeal was granted a hearing?*

The Commission's Public Meeting scheduled for Wednesday April 15 was held. Results of the meeting were communicated and emailed to the parties.