

State Civil Service Commission
Frequently Asked Questions (FAQs)
As of April 3, 2020

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

The Commission has **continued** all appeal hearings and other appeal related proceedings scheduled between March 16th and April 30, 2020. To see a copy of the Commission's "General Continuance of Hearings and Proceedings" Order, please click the "Civil Service Appeal Hearing Schedule Update – coronavirus (COVID-19)" hyperlink for specific information. The Commission will continuously evaluate and reassess this rapidly evolving and unique situation and will provide further direction and guidance as needed.

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

No. The Commission has extended all deadlines for briefs, motions, and pre-hearing conferences. Please click the "Civil Service Appeal Hearing Schedule Update – coronavirus (COVID-19)" hyperlink for specific information. The Commission will continuously evaluate and reassess this rapidly evolving and unique situation and will provide further direction and guidance as needed.

3. *I filed an appeal and it was my understanding that it was scheduled to be considered during the Commission's March 18th Public Meeting. When will I hear if my appeal was granted a hearing?*

The Commission's Public Monthly Meeting in March was cancelled as part of the COVID-19 mitigation efforts. All appeal matters that were scheduled to be considered during the March meeting will be added to the agenda for consideration at the Commission's next meeting which is currently scheduled for April 15, 2020.

4. 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 Strawberry Square currently closed to the public and with commonwealth employee telework mandates in place to mitigate the COVID-19 spread, the Commission is temporarily not able to accept hand-delivered appeals until further notice. During this time, please mail your appeal to the Commission office. 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. All new appeals will be processed when the Commission's Legal Services Office is able to resume normal operations.

5. 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. All other inquiries can be emailed to the Commission's Executive Office at ra-cs-exec_dir@pa.gov. At this time, it is recommended that inquiries be sent by email. However, if you choose to leave a voice mail, please contact 717-783-2924 (Legal Services Office) or 717-783-8806 (Executive Office). Please remain on the call until prompted to do so. All questions will be responded to as quickly as possible.