

State Civil Service Commission  
Frequently Asked Questions (FAQs)  
As of March 19, 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 16<sup>th</sup> 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 18<sup>th</sup> 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?*

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.

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 for at least the next two weeks. 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.