

State Civil Service Commission
Frequently Asked Questions (FAQs)
Effective September 3, 2020

As a principal means of communication, the State Civil Service Commission's Legal Services Office (LSO) has resumed sending all official legal correspondence, including adjudications and orders, via regular mail. The deadline for filing a request for reconsideration with the LSO or an appeal to the Pennsylvania Commonwealth Court will be based on the mailing date. Any questions about this notice can be sent to ra-cs-legalsvcsQandA@pa.gov.

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

In response to Governor Wolf's Emergency Declaration and 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 inquiries be sent by email. However, if you choose to phone, please contact 717-783-2924 (Legal Services Office) or 717-783-8806 (Executive Offices).

2. *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 seeker, 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. Please mail your appeal to the Commission's Legal Services Office at P.O. Box 569, Harrisburg, PA, 17108-0569. It is very important 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. At this time, Commission staff continue to telework and hand-delivered appeal forms cannot be accepted.

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

Yes. Civil Service appeal hearings will be conducted primarily online via Skype unless it is not viable to do so. The Commission will contact parties to discuss options, schedule pre-hearing and hearing dates as needed.