## **Civil Service Appeal Process Flow** Revised August 1, 2022 Department Indirect **Employee** Manager **CMO Human Resources** Director Manager Non-Civil Start Service Open NO Door Review **Process** YES NO Appeal filed Civil Service within 10 Department? working days? YES YES Initiate Appeal Is Employee an YES Scheduling Letter Executive? Civil Service NO NO Appraisal Appeal **Employee** report to the Civil Service Appeal Director? Form Initiate Civil Service Response Memo Appraisal Appeal Final Initiate Appeal filed **Did Rating** Response Memo within 10 Change? NO working days? NO YES Civil Service Appeal Initiate Appeal YES **Employee Did Rating** Form YES Scheduling Letter Appeal? Change? Civil Service NO Appraisal Appeal Final **Initial Merit Process** Initiate Response Memo NO **Did Rating** Change? End