



**MUNICIPAL CIVIL SERVICE COMMISSION
CITY OF AUSTIN**

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MCSC Case No.

Date Submission
Received:

DEPARTMENT PRE-HEARING SUBMISSION FORM

EMPLOYEE NAME:		DEPARTMENT NAME:	
EMPLOYEE REP:	1)	DEPARTMENT REP:	1)
	2)		2)

The Department shall file with the Municipal Civil Service Office required pre-hearing submission information. Submissions shall be received no later than 5:00 p.m. ten (10) business days prior to an appeal hearing. Seven (7) copies of the submission must be submitted on two sided, sequentially numbered pages.

DEPARTMENT SUBMISSION

List information about the issues for Appeal:

*Use additional space on back or attach pages, if necessary.

List Names of witnesses the Department has Subpoenaed:

*Use additional space on back or attach pages, if necessary.

List Names of witnesses the Department will call at the hearing:

*Use additional space on back or attach pages, if necessary.

Attach copies of witness statements to this submission.

Attach copies of any documents that will be provided as evidence at the hearing.

Attach, at a minimum, all performance appraisals, and disciplinary actions concerning the Employee for the three (3) Years immediately preceding the Disciplinary Action or Denial of Promotion under Appeal.

CERTIFICATION

I CERTIFY THAT THE ABOVE-DESCRIBED SUBMISSION HAS BEEN FILED WITH THE MUNICIPAL CIVIL SERVICE OFFICE.

Department Head or Designee
MCSC-DPHS-07072014-1

Printed Name

Date
MCS Rules 7.05.A.2

ACCESS TO HEARING INFORMATION SUBMISSIONS

Once hearing information has been submitted to the Municipal Civil Service (MCS) Office, the MCS Office will notify the parties that the submissions are available to be picked up. At the hearing, the MCS Office shall provide the Commission with any hearing information submissions received from either party.

Contact the Municipal Civil Service Office if you have any questions.

ADDITIONAL INFORMATION

List information about the issues for Appeal, Continued:

List Names of witnesses the Department has Subpoenaed, Continued:

List Names of witnesses the Department will call at the hearing, Continued: