



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

Action Request on Pending Appeal

DATE: _____

TO: Executive Officer, Civil Service Commission
25 Van Ness Avenue, Suite 720
San Francisco, CA 94102

FROM: _____
(Name)

(Department)

(Address)

(Telephone)

SUBJECT: _____
(CSC Register No.)

(Appellant's Name)

(Tentative CSC Hearing Date)

The following action on the appeal/request cited above is requested: (check appropriate box)

Appeal not timely. Copy of documentation attached. Please notify appellant; close file.

Resolved administratively. Copy of documentation attached. Please notify appellant; close file.

Scheduling problem; tentative CSC date not feasible for the reasons given under AOther and note approximate date of CSC meeting when you will be prepared to proceed. Reschedule CSC hearing date; notify appellant if required.

Other; *describe* : _____

(Please add additional pages if necessary)

cc: Human Resources Director
CSC-13 (5/01)