

CAREER SERVICE BOARD, CITY AND COUNTY OF DENVER, STATE OF COLORADO

Appeal No. 13-09

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**FINDINGS AND ORDER**

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IN THE MATTER OF THE APPEAL OF:

**LAWANDA JONES-THOMAS,**

Appellant,

vs.

**DEPARTMENT OF ENVIRONMENTAL HEALTH, OFFICE OF THE MEDICAL EXAMINER,** and the City and County of Denver,

Agency.

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This matter is before the Career Service Board on Appellant's motion to extend the deadline for filing a Petition for Review. The Board has reviewed and considered Appellant's motion and **DENIES** her request for an extension of time, on the grounds outlined below.

**FINDINGS**

CSR 19-62 provides that a petition for review shall be filed with the Board within fifteen calendar days after the date of the mailing of the Hearing Officer's decision. In this case, the Hearing Officer's decision has a service date of August 14, 2009, and Appellant was required to file her petition no later than August 31, 2009.

On August 31, 2009, at 4:35 p.m., Appellant's representative, Vern L. Howard, sent an email to the Personnel Director's office requesting a two week extension of time to file an appeal with the Board. However, the career service rules do not permit the Board to grant such an extension. The fifteen day time limit imposed by CSR 19-62 is a requirement and the failure to meet that deadline deprives the Board of jurisdiction to review the decision reached by the Hearing Officer.

**ORDER**

**IT IS THEREFORE ORDERED** that Appellant's motion for a two week extension of time to file a petition for review is **DENIED**.

SO ORDERED by the Board on September 3, 2009, and documented this  
8th day of September, 2009.

BY THE BOARD:

  
Luis Toro, Co-Chair


Board Members Concurring:

Nita Henry  
Tom Bonner

**CERTIFICATE OF DELIVERY**

I certify that I delivered a copy of the foregoing **FINDINGS AND ORDER** on  
September 8, 2009, in the manner indicated below, to the following:

Lawanda Jones-Thomas	<u>Lawanda.jones@comcast.net</u>	(via email)
Vern L. Howard	<u>vernlh@comcast.net</u>	(via email)
Robert A. Wolf, Asst. City Attorney	<u>dlefilng.litigation@denvergov.org</u>	(via email)
CSA Hearing Office	<u>CSAHearings@denvergov.org</u>	(via email)

  
Leon Duran