

MEMORANDUM

REVISION 252, SERIES B

TO: Holders of CSA Rule Books

FROM: CS Board

DATE: October 29, 2004

SUBJECT: Personnel Rule Revision – Rule 19-33 Time of Filing Request under Rule 19-30 Appeal from a Decision of the Hearings Officer

The Career Service Board has adopted an amendment to Rule 19-33 that was published as Rule Proposal 346B. The effective date of this revision is October 29, 2004.

	<u>Page Number</u>	<u>Effective Dates</u>
Remove	19-8	
Replace	19-8	October 29, 2004

PLEASE INSERT IN YOUR RULE BOOK IMMEDIATELY. THANK YOU.

- 7) The action the person making the request for reopening and reconsideration of the decision of the Hearings Officer wants the Career Service Board to take; and
- 8) Whether or not the party wants to have oral arguments, and why.

A copy of the decision of the Hearings Officer shall be attached to the request.

19-33 Time of Filing Request

The request for reopening and reconsideration of the decision of the Hearings Officer shall be received in the office of the Career Service Authority within twenty (20) calendar days of the date of the mailing of the decision of the Hearings Officer. If the due date falls on a non-business day, the due date shall be determined in accordance with Rule 19-22 a) 2). The Personnel Director may grant an extension of time for the filing of a request for reopening and reconsideration of up to five (5) additional days, provided that the request for extension of time is received in the Personnel Director's Office within the twenty (20) day period and that good cause is shown for needing the extension. Any other requests for an extension of time for the filing of a request for reopening and reconsideration shall be decided by the Board. (Rule Rev. 252B, 10/29/04)

19-34 Service of Notice on Other Parties

- a) Need to give notice: Copies of all papers filed shall be provided to:
 - 1) All other parties to the proceedings (except see b) 1) below);
 - 2) All persons listed as representatives at the Career Service hearing; and
 - 3) All persons who entered the case after the hearing.
- b) How and to whom served:
 - 1) Service on a party represented by an attorney shall be made only on the attorney.
 - 2) Service may be personal or by mail. Personal service includes delivery of the copy to a clerk or other responsible person at the office of the attorney.
 - 3) Service by mail is complete on mailing.
- c) Proof of service: Proof of service consists of either an acknowledgement of service by the person served, or a statement signed by a responsible and knowledgeable person of the date and manner of service. Nothing in this rule shall prevent the hearing officer from making a factual determination based upon the evidence presented as to whether there has been actual delivery.