

**CITY OF BEAUMONT  
POLICIES AND PROCEDURES**

Policy Number: 3.12

Subject: Appeal of Termination (including layoff)      Effective Date: August 23, 2002  
Revised: February 11, 2003

Approved by: Kyle Hayes | 05/01/2021      Chris Catalina | 05/01/2021  
City Manager | Date      Personnel Director | Date

I. PURPOSE

- A. The purpose of this policy is to provide a fair, expedient and orderly system when appealing his or her termination or layoff.
- B. This policy shall be applicable to all employees, except auxiliary employees, those who are in their introductory or training period and employees who are subject to a labor or collective bargaining agreement.

II. RULES/PROCEDURES

- A. The employee shall submit a written request (See Attachment A) to appeal his or her termination three (3) working days after notification of the termination to the Personnel Department. The Personnel Department is the designated recipient of a termination appeal to the City Manager.
- B. The Personnel Department shall review the appeal request and submit a report which includes findings and a recommendation within fifteen (15) working days after receipt of the appeal to the City Manager.
- C. The City Manager shall submit a written response to the employee.
- D. The decision of the City Manager shall be final.

**EMPLOYEE APPEAL FORM**

EMPLOYEE NAME:

DATE OF APPEAL:

EMPLOYEE ADDRESS:

TELEPHONE:

JOB TITLE:

Dept./Div.:

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EMPLOYEE'S STATEMENT OF APPEAL:

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LIST ANY WITNESS:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

DESIRED ACTION REQUESTED:

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EMPLOYEE'S

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**THIS APPEAL CANNOT BE AMENDED ONCE IT HAS BEEN SIGNED AND SUBMITTED FOR ACTION.**