

# MAJOR DISCIPLINARY APPEAL FORM


New Jersey Department of Personnel - Division of Merit System Practices and Labor Relations

Use this form to submit an appeal of a major disciplinary action to the Merit System Board

**1.** Your Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Telephone: (    ) \_\_\_\_\_  
(City) (State) (Zip Code)

**2.** Will you be represented by a lawyer or union representative at the hearing?  YES  NO  
If YES, complete Section 2.  
Representative Name: \_\_\_\_\_  
Union or Law Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (    ) \_\_\_\_\_  
(City) (State) (Zip Code)

**3.** Give a copy of this form and attachments to your Personnel Officer/Employer Representative  
Personnel Officer's/  
Employer Representative's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: (    ) \_\_\_\_\_  
(City) (State) (Zip Code)

**4.** Your or your representative's signature  
 Date: \_\_\_\_\_

**5.** ATTACH the following to this form:  
1. Preliminary Notice of Disciplinary Action.  
2. Final Notice of Disciplinary Action.  
3. A statement of the reason(s) for the appeal and the requested relief (optional).

**NOTE:** Your appeal will NOT be processed unless Sections 1-4 are completed and the first two documents listed in Section 5 are included. If you have been suspended or removed, you should seek alternate employment. In case your penalty is reduced, failure to seek alternate employment could reduce your back pay award.

**Mail to:** Merit System Board  
Department of Personnel  
Hearings Unit - Unit H  
P.O. Box 312  
Trenton, NJ 08625 - 0312