



CIVIL SERVICE COMMISSION
Kumision / Setbision Sibit
GOVERNMENT OF GUAM
I Gobietnon Guahan



Bell Tower, Suite 201
 710 West Marine Corps Drive
 Hagatna, Guam 96910

LOURDES A. LEON GUERRERO
 Governor

Tel: (671) 647-1855/1857 • Fax: (671) 647-1867

DANIEL D. LEON GUERRERO
 Executive Director

JOSHUA F. TENORIO
 Lieutenant Governor

Website: csc.guam.gov

Employee Address and Contact Information / Disclosure Form:

This form requests information that is relevant and necessary to reach a decision in your Appeal. The Civil Service Commission collects this information in order to process Appeals or Complaints under its statutory and regulatory authority. An Appeal or Complaint is a voluntary action, you are not required to provide any personal information in connection with it. However, failure to supply the Civil Service Commission with all the information essential to reach a decision in your case could result in the rejection of your Appeal or Complaint.

Please be advised that your Appeal or Complaint is available to the public under the provisions of the Sunshine Reform Act of 1999. Information contained in your Appeal or Complaint file may be released as required by the Sunshine Reform Act of 1999. Additionally, information about your Appeal or Complaint will also be used in a depersonalized form in a database for program statistics.

Please print legibly below:

Employee Name:	
Position Title:	
Agency/Department:	
Home Phone:	
Work Phone:	
Cell Phone:	
Home Address:	
Mailing Address:	
E-mail address:	

DISCLOSURE OF INFORMATION: Upon filing of any Appeal or Complaint, all documents submitted to the Civil Service Commission become public records/writing. The documents may be disclosed, inspected, or copied pursuant to the Sunshine Reform Act (5GCA, Chapter 10) or other applicable law(s). Personal information will not be made available to the public (i.e., SSN#, home address, etc.).

I hereby agree and acknowledge that upon any changes of the above information, I will notify the Commission. Non-notification may result in my case being dismissed. Furthermore, I have read and understand the Disclosure of Information Statement above.

SIGNATURE & DATE OF EMPLOYEE	SIGNATURE & DATE OF REPRESENTATIVE
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Employee and/or their Representative, if any, shall be responsible to notify the Civil Service Commission of any changes in contact information. Employee shall be primarily responsible for notification to the Commission of any changes in representation. Failure to notify the Commission may result in the dismissal of your case for failure to attend hearings and conferences.

SUMMARY OF THE DIFFERENT APPEALS OR COMPLAINTS:

TYPES OF APPEALS: Appeals involve a Classified Employee and Management or their Representatives arguing the matter before the Commissioners to render a decision in their favor. The burden of proof is on management on Adverse Actions and other appeals, the burden of proof is on the Employee.

- **Adverse Actions** – Is an action taken by Management to suspend, demote or dismiss an Employee in the Classified Service.
- **Grievance** – Normally include, but not limited to, such matters as employee-supervisor relationships, duty assignments not related to job classification, shift and job locations, assignments, hours worked, working facilities and conditions, policies for granting leave and other related matters.
- **Equal Employment Opportunity** – Is an action taken by Management or another Employee discriminating in employment matters against any person on the basis of race, color, sex, religion, occupational qualifications, or legal requirements.

TYPES OF COMPLAINTS: Complaints involve the Civil Service Commission staff to prepare an Assessment Report to be presented before the Commissioners for their approval into a formal investigation. The burden of proof is on the Employee.

- **Post Audit** – A written request to review an action that is improperly applied in personnel matters.
- **Notice of Personnel Action** – A review of a Personnel Action that is improperly applied pursuant to rule or law.
- **Public Employee Protection Act, “AKA: Whistle Blower,”** (applicable to Classified and Unclassified Employees)- An action by any Government of Guam Employee that was done in retaliation because you reported waste and mismanagement of public funds, abuse of government authority, and illegal or unethical practices. Disclosure is required to your immediate supervisor, appointing authority or member of the Guam Legislature before filing a complaint.
- **Lay-Off** – Is an action taken by Management that is either improperly applied pursuant to the Lay-Off procedures, or taken in bad faith.
- **Priority Placement** – Is an action taken by Management that is either improperly applied pursuant to the Priority Placement and Lay-Off procedures, or taken in bad faith.
- **Furlough** – Is an action taken by Management that is either improperly applied pursuant to the Furlough procedures or taken in bad faith.
- **Political Activity, “aka: Mini-Hatch,”** (applicable to Classified & Unclassified employees) – An activity by any Government of Guam employee that is prohibited by the Political Activity law.
- **Ethics in Procurement** – An action in violation of procurement practices pursuant to 5GCA §5625-§5633.



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DOCUMENTATION REQUIREMENTS:

CSC Resolution No. 2016-004, requires the submission of the following number of copies required for submission:

- Case Management Statement – Original and Four (4) copies.
- Entry of Appearance – Original and Four (4) copies.
- Employee’s initial Appeal or Complaint for case(s) – Original and Twelve (12) copies.
- Motions for appealed cases or complaints (i.e., Compel Discovery, Withdraw, Dismiss, etc.) – Original and Twelve (12) copies.
- Employee’s Witness List – Original and Twelve (12) copies.
- Employee’s Exhibit List – Original and Twelve (12) copies.
- Proposed Judgment – Provide “word format” to case manager.
- Stipulation of Settlement/Agreement – Original and Twelve (12) copies.



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 Executive Director

JOSHUA F. TENORIO
 Lieutenant Governor

DATE: _____

TO: Executive Director, Civil Service Commission

FROM: _____

SUBJECT: Letter of Appeal Letter of Complaint

(Must check only one (1) item. For multiple Appeals or Complaints please fill out additional forms.)

APPEAL: (Please check only one (1) box)

- Adverse Action Grievance Equal Employment Opportunity
 Lay-Off "Bad Faith" Furlough "Bad Faith" Priority Placement "Bad Faith"

COMPLAINT: (Please check only one (1) box)

- Post Audit Notice of Personnel Action Lay-Off Furlough Priority Placement
 Public Protection Act, "AKA: Whistle Blower" Ethics in Procurement Political Activity, "AKA: Mini-Hatch"

I, _____
 (Print Full Name)

A Classified employee Unclassified Employee of _____ in the position
 (Agency or Department)

_____, alleges that the action is inappropriate for the following reasons:
 (Your official job title)

 Signature & Date

