



EDDIE BAZA CALVO
Governor

RAY TENORIO
Lieutenant Governor

**I Gobietnon Guahan
CIVIL SERVICE COMMISSION
KUMISION I SETBISION SIBIT**

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Alberto "Tony" Lamorena V
Director

**CSC RESOLUTION NO. 2016-001
ADVERSE ACTION APPEAL TIME STANDARDS
PUBLIC LAW 33-55 ADVERSE ACTION TIME STANDARDS**

WHEREAS, Public Law No. 33-55 has directed the Civil Service Commission to commence a Hearing on the Merits in adverse action appeals no later than four (4) months from the initial filing of the appeal; and,

WHEREAS, the Civil Service Commission intends to comply with the law on the mandated time standards; and,

WHEREAS, Public Law No. 33-55 allows employees to waive the time standards.

NOW, BE IT HEREBY RESOLVED, the following timelines for adverse actions shall be adhered to:

- A) The hearing on the merits will commence within one hundred and twenty (120) days within the filing of the Notice of Appeal;
- B) The Pre-Hearing Conference will be scheduled within one hundred (100) days of the filing of the Notice of Appeal;
- C) All witness lists and exhibit binders are due the day before the Pre-Hearing Conference;
- D) All motions will be filed within forty (40) days of the filing of a Notice of Appeal and shall be scheduled for hearing within ninety (90) days of the filing of a Notice of Appeal;
- E) First Status Call Conferences will be scheduled within fourteen (14) days of the filing of a Notice of Appeal, wherein parties will be provided a Case Management Statement template; a completed Case Management Statement is due the day before the Second Status Call Conference which will be held within thirty (30) days of the filing of the Notice of Appeal.

BE IT FURTHER RESOLVED, that requests for delays, agreeing to delays, or non-compliance with the time standards by employees shall constitute a waiver of the one hundred twenty (120) day requirement.

BE IT FURTHER RESOLVED, that non-compliance with the time standards by management, where the employee has not agreed to waive the time standards, shall subject management to a motion to void the adverse the action for failure to prosecute.

Duly and regularly adopted this 5th day of January 2016

NOT PRESENT

DANIEL D. LEON GUERRERO
Vice Chairman

PRISCILLA T. TUNCAP
Commissioner

LOURDES HONGYEE
Commissioner

EDITH C. PANGELINAN
Commissioner

JOHN SMITH
Commissioner

CATHERINE GAYLE
Commissioner