

Nassau County Civil Service Commission's Guidelines for Appeal of Disqualification

Instructions and Procedures for Disqualified Applicants

These guidelines are designed to help individuals who have been disqualified from employment by the Nassau County Civil Service Commission understand the reasons for disqualification and the process for submitting an appeal. Please review the following instructions carefully to ensure your appeal is considered.

Section 1: Notification of Disqualification

If you have received a notice of disqualification, it will specify the grounds for your disqualification and the relevant legal basis.

Section 2: Right to Appeal

All individuals who have been disqualified have the right to appeal the decision. You may represent yourself or choose to have an attorney submit the appeal on your behalf. Only the disqualified applicant or their authorized legal representative may initiate the appeal.

Section 3: Appeal Submissions Process

- Prepare a written appeal stating the reasons you believe the disqualification should be reconsidered.
- Include all supporting documentation relevant to your case (see Section 5 for restrictions).
- Appeals must be submitted in hard copy format. Emails will not be accepted. Mail your appeal to the address provided in your disqualification notice.
- Ensure all materials are complete and legible before submission.
- Confidentiality cannot be guaranteed with an electronic submission. Email submissions will not be accepted; only mailed hard copy appeals will be reviewed.

Section 4: Submission Deadline

Your appeal must be postmarked within 30 days of the date on your disqualification notice. Appeals received after the deadline will not be considered. Email submissions will not be accepted; only mailed hard copy appeals will be reviewed. Extension will only be granted for good cause.

Section 5: Content Restrictions

- Your appeal should be concise and no longer than five (5) pages. Size twelve (12) font should be used.
- Focus on facts and documentation relevant to your disqualification.
- Reference only information directly related to your applications and disqualification notice.

Section 6: Reference Letters

- You may submit up to three (3) reference letters in support of your appeal.
- Reference letters should address your qualifications, character, relevant experience, and the specific items of disqualification.
- Reference letters must be included in your mailed appeal submission; separate submissions will not be accepted.

Section 7: Consequences of Non-Response

Your appeal must be postmarked within 30 days of the date on your disqualification notice. Failure to submit a timely appeal will result in the waiver of your right to challenge the disqualification. The Commission will consider your non-response as acceptance of the decision.

Section 8: Reservation of Rights

The Nassau County Civil Service Commission reserves the right to assert additional grounds for disqualification at any stage of the review process, based on new information or further investigation.

Conclusion

We encourage you to follow these guidelines closely to ensure your appeal is processed without delay. For questions or additional information, please contact the Nassau County Civil Service Commission at the phone number or address provided in your disqualification notice.