EVERGREEN

Office of Human Resource Services

Seniority Date Appeal Form

Instructions:

Human Resource Services will provide a written response within thirty (30) calendar days of receipt of the Seniority Date Appeal Form. Employees have fourteen (14) calendar days from the date the seniority list is posted to appeal their seniority date to Human Resource Services.

Employee's Name:_____Date:_____
(Please Print)

Position Title:_____Work Unit:_____

Employee's Seniority date on seniority list:_____

Posting date of Seniority list:_____

Please explain the reasons you believe the seniority date in incorrect:

_____

_____

_____

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_____

_____

_____

Seniority date should be:(month)_____(date)_____(year)_____

Employee's signature:_____Date:_____

For HRS use only:

Seniority Date Appeal form received on:_____
(date)

- ❑ Filed w/in 14 cal day appeal period, no change to seniority date.
- ❑ Filed w/in 14 cal day appeal period, seniority date changed to_____ on _____

  Explain_____

  _____

  _____ CIS update:_____by____
- ❑ Filed late; seniority date presumed correct.

AVP HRS or designee:_____ Date: _____