

BASICS OF “REQUEST TO FILE CHARGES”

- 1. Any individual may file a Request to File Charges seeking adverse action against a State civil service employee for one or more causes of discipline under GC 19572.**
- 2. The written request must contain a statement of proposed charges and a sworn statement.**
- 3. The request must describe the charges in sufficient factual detail to allow for a review and to enable the accused employee(s) to prepare a defense.**
- 4. The written request should be accompanied by sworn declarations based on personal knowledge.**
- 5. The request must be filed with the State Personnel Board Appeals Division within one year of the actions alleged to warrant discipline.**