



**MUNICIPAL CIVIL SERVICE COMMISSION**  
**CITY OF AUSTIN**  
 505 Barton Springs Road, Suite 600 | Austin, TX 78704  
 PO Box 1088 | Austin, TX 78767  
 Mark Washington, Municipal Civil Service Director  
 (512) 974-3400  
[municipalcivilservice.hrd@austintexas.gov](mailto:municipalcivilservice.hrd@austintexas.gov)

MCS Case No.  
 \_\_\_\_\_

Date Submission Received:  
 \_\_\_\_\_

**DEPARTMENT PRE-HEARING SUBMISSION FORM**

<b>EMPLOYEE NAME:</b>		<b>DEPARTMENT NAME:</b>	
<b>EMPLOYEE REP:</b>	1)	<b>DEPARTMENT REP:</b>	1)
	2)		2)

The Department shall file with the Municipal Civil Service Office required pre-hearing submission information. Submissions shall be received no later than 5:00 p.m. ten (10) business days prior to an appeal hearing. Seven (7) copies of the submission must be submitted on two sided, sequentially numbered pages.

**DEPARTMENT SUBMISSION**

**List information about the issues for Appeal:**

\*Use additional space on back or attach pages, if necessary.

**List Names of witnesses the Department has Subpoenaed:**

\*Use additional space on back or attach pages, if necessary.

**List Names of witnesses the Department will call at the hearing:**

\*Use additional space on back or attach pages, if necessary.

**Attach copies of witness statements to this submission.**  
**Attach copies of any documents that will be provided as evidence at the hearing.**  
**Attach, at a minimum, all performance appraisals, and disciplinary actions concerning the Employee for the three (3) Years immediately preceding the Disciplinary Action or Denial of Promotion under Appeal.**

**CERTIFICATION**

**I CERTIFY THAT THE ABOVE-DESCRIBED SUBMISSION HAS BEEN FILED WITH THE MUNICIPAL CIVIL SERVICE OFFICE.**

Department Head or designee

Printed Name

Date

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**ACCESS TO HEARING INFORMATION SUBMISSIONS**

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Once hearing information has been submitted to the Municipal Civil Service (MCS) Office, the MCS Office will notify the parties that the submissions are available to be picked up. At the hearing, the MCS Office shall provide the Commission with any hearing information submissions received from either party.

Contact the Municipal Civil Service Office if you have any questions.

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**ADDITIONAL INFORMATION**

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**List information about the issues for Appeal, Continued:**

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**List Names of witnesses the Department has Subpoenaed, Continued:**

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**List Names of witnesses the Department will call at the hearing, Continued:**

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