



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

MCS Case No. _____

Date Submission Received: _____

REBUTTAL SUBMISSION FORM (OPTIONAL)

EMPLOYEE NAME:	DEPARTMENT NAME:
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The employee, employee’s representative (if applicable), and Department may file with the Municipal Civil Service Office rebuttal submission information. Submissions shall be received no later than 5:00 p.m. five (5) business days prior to an appeal hearing. Seven (7) copies of the submission must be submitted on two sided, sequentially numbered pages.

Rebuttal submissions are a written response to contradict evidence presented by the opposing party.

EMPLOYEE SUBMISSION

Yes/No	Question
	Does your submission include a written response to contradict evidence submitted by the Department?
	Did you submit an initial pre-hearing submission?
	Are you requesting to subpoena additional witnesses or production of evidence to contradict evidence submitted by the opposing party?*

* If yes, please submit an additional Request for Subpoena.

DEPARTMENT SUBMISSION

Yes/No	Question
	Does your submission include a written response to contradict evidence submitted by the Employee?
	Did you submit an initial pre-hearing submission?
	Are you requesting to subpoena additional witnesses or production of evidence to contradict evidence submitted by the opposing party?*

* If yes, please submit an additional Request for Subpoena.

CERTIFICATION

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

Signature of Employee, Employee’s Representative, Department Head, or designee	Date
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ACCESS TO HEARING INFORMATION SUBMISSIONS

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.