

CITY OF ST. LOUIS  
DEPARTMENT OF PERSONNEL  
1114 MARKET STREET, ROOM 700

SERVICE RATING APPEAL FORM

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

RATING ANNIVERSARY DATE: \_\_\_\_\_

**INSTRUCTIONS:** This form must be used as a face sheet to appeal a Service Rating. Carefully follow these instructions to ensure your request for an appeal is received no later than the deadline. You may attach as many pages as you need to complete your written statement.

1. Please check one of the following boxes to identify the TYPE OF Rating you are appealing. Working Test Period Service Ratings cannot be appealed. Annual and Interim Service Ratings with OVERALL Highly Successful or Successful cannot be appealed.

Annual Rating

Interim Rating

2. List each performance factor you dispute (e.g., CUSTOMER SERVICE, INTERPERSONAL SKILLS, JUDGEMENT etc.), indicate what rating you believe you should have received, and justify your request for amending the rating. You may also do this for the OVERALL rating.

3. Include a copy of your Service Rating, any attachments to it, and any documents that you believe support your request to amend the rating.

4. This form, along with responses to 2 and 3 above, must be received by the Department of Personnel within ten (10) calendar days, starting on the date listed on item # 22 of your Service Rating. If the tenth day falls on a holiday or weekend, the following business day becomes the deadline. You can mail, deliver or fax your appeal and related documents to:

*Employee Relations  
City of Saint Louis  
Department of Personnel  
1114 Market Street, Room 700  
St. Louis, MO 63101  
Fax: (314) 622-4810*

**Please call Employee Relations at (314) 622-3563, if you have any questions regarding the service rating appeal process.**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee's Signature)