



# San Lorenzo Unified School District

## PERSONNEL COMMISSION

Marvin Kingdon, **Chairperson**

Diana Souza, **Vice-Chairperson**

Justin Hutchison, **Commissioner**

Randy Perez, **Secretary to the Commission**

## Examination Protest Form

In accordance with Merit Rule 5.7, job applicants may protest any part of an examination by providing a written request to the Director of Classified Personnel no later than fifteen (15) calendar days after the establishment of the eligibility list. This form is intended to aid job applicants in the examination protest process. Please complete the following and submit in person to the Director of Classified Personnel in the Human Resources Office located at 15510 Usher Street, San Lorenzo, California 94580. You can also email the completed form to [rperez@slzusd.org](mailto:rperez@slzusd.org)

**Your Name:**

**Title of Position for Which You Applied:**

**Date of Examination:**

**Type of Exam You Are Contesting:**

- Written Examination
- Performance Examination
- Oral Examination

**Please clearly state the reasons for your protest (you may use the back of this form if needed).**

**Please indicated any errors you believe occurred in the examination process.**

**Please indicate the remedy you are seeking.**

**Please see reverse side for additional information related to the examination protest and appeal process.**

## **Protest and Appeal Process**

Once the completed form is submitted in accordance with the directions provided, the Director of Classified Personnel (the "Director") will review the protest, investigate the complaint(s), and issue a response to the person filing the protest. The Director will make or cause to make any necessary corrections resulting from his/her investigation. If the applicant is not satisfied with the response from the Director, the applicant can file a request for appeal to the Personnel Commission within seven (7) calendar days after receipt of response from the Director. Upon appeal to the Personnel Commission, the applicant can: 1) request to review personal interview rating documents, and 2) request to review audio recordings of the interview if the protest is in relation to an oral examination. The Personnel Commission will set a hearing date and the Director will notify the applicant of the hearing date, time and location details at least five (5) calendar days in advanced of the hearing. **An appointment made in good faith from an eligibility list believed to be correct at the time of appointment shall not be invalidated if an error is later discovered during the protest review process.**

*Please use the space below for additional details:*