



Appeal & Complaint Timelines

- Appellants/Complainants have **10 business days** from the date of the disciplinary action and/or action to file the appeal or complaint with the ASPB.
- The hearing will be set within **60 calendar days** from the date of receipt of appeal/complaint.
 - Requests for continuance must be made not less than 5 calendar days prior to the scheduled hearing.
- No later than **10 calendar days** prior to the date of the hearing, exhibits and witness lists must be exchanged between both parties.
- Hearing officer has **30 calendar days** from the last date of the hearing to submit their Proposed Findings of Fact, Conclusion of Law, and Recommendation.
- Objection(s) to the hearing officers Findings of Fact, Conclusion of Law and Recommendation must be filed with ASPB within **15 calendar days** from receipt of the hearing officer's recommendation.
 - Opposition can respond to your objection up to **48 hours** prior to the Board Meeting, at which time the matter will be considered before the Board.
- Within **45 calendar days** from receipt of the hearing officer's Proposed Findings of Fact, Conclusions of Law, and Recommendation, the ASPB shall enter its decision or order in the matter.
- Responding agency's Director has **14 calendar days** from receipt of the Board's Order to accept, modify, or reject Board's decision.

You may contact the Arizona State Personnel Board at (602) 542-3888 or by email at appeals@personnel.az.gov, with any questions.