



MERIT PROTECTION COMMISSION



Preserving the integrity of the Oklahoma Merit System

Susan Bussey, Executive Director

Brad Henry, Governor

DATE: October 31, 2008

TO: All Appointing Authorities

FROM: Susan Bussey, Executive Director *Susan Bussey*

SUBJECT: Notice of Final Disciplinary Action Petition for Appeal-Permission to File Paper Appeal (Form)

The Merit Protection Commission (MPC) is now accepting appeals online through the Online Filing System. The Commission requires all users to file petitions, requests, pleadings, and documents online. Your agency must complete and submit a System Access Designation (SAD) form and register to have access to the system.

If you have an employee who does not have access to a computer and is unrepresented, he/she may request permission to file a paper appeal. I am enclosing the **Petition for Appeal-Permission to File Paper Appeal** form and a revised **Petition For Appeal** form with this memo. Please attach both forms to your notice of Final Disciplinary Actions, so that all state employees know the new requirements.

***Since overpayment protests in payroll disputes are filed on behalf of the employee by the agency, we will accept paper appeals. This is an exception to the requirement that agencies file electronically.

If you have any questions regarding this memo, please contact Norma Cummings, Jenny Chong, or Brett Weber at (405) 525-9144 or email mpcinfo@mpc.ok.gov.

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