Information on Filing Appeals with the Merit Appeals Board (MAB)

MAB cannot hear appeals on employment matters in the Hawaii Health Systems Corporation, the Judiciary, the Department of Education or any county. Please contact those agencies directly to determine their appeal procedures.

What May be Appealed	Who May Appeal [b]	Filing Deadlines
Recruitment Announcement and Application for Employment • All aspects of responding to a recruitment advertisement or a vacancy announcement, and • All aspects of filing an application for a civil service position with the State, including rejection of the application due to filing after the closing date.	Any person who filed an application or attempted to file an application except a State employee who is eligible to file a collective bargaining grievance on the matter.	20 calendar days after the date of the action on the Internal Complaint[b]
Examination and Selection Actions including: A decision that you do not meet qualification requirements or suitability requirements for the position • Test results • Interview and/or interview results [a] • Non-selection for position [a]	Any person who applied for the position except a State employee who is eligible to file a collective bargaining grievance on the matter.	20 calendar days after the date of the action on the Internal Complaint [b]
Termination during initial probationary period Only terminations for failure to successfully complete the initial probation	Any employee serving an initial probationary appointment to a civil service position.	20 calendar days after the date of the action on the Internal Complaint [b]
Classification and Reclassification Actions The assignment (allocation) of your position to a class of work including • Change in the classification title (class) • 'No Change' action that confirms the current title (class)	Any civil service employee in the position during the period between the effective date of the classification action and the date the action was taken on the position except a State employee who is eligible to file a collective bargaining grievance on the matter.	30 calendar days after the date of the action on the Internal Complaint [b]
Initial Pricing Action The assignment of a new class to a pay grade	The civil service employee in the position as of the effective date of the action taken except a State employee who is eligible to file a collective bargaining grievance on the matter.	30 calendar days after the date of the action on the Internal Complaint [b]
Other employment action taken by the employer, such as: • Suspension • Demotion • Discharge or Dismissal • Other adverse actions [c]	Employee who is: • Adversely affected or has suffered a legal wrong and • Excluded from collective bargaining coverage and • Holds a civil service position.	30 calendar days after the date of the action on the Internal Complaint [b]

[a] Matters covered by a collective bargaining grievance procedure may not be appealed to the Merit Appeals Board

[b] The Law and Rules require that a person try to resolve their complaint through the Internal Complaint process before an appeal can be accepted by the MAB.

[c] The Law prohibits an appeal by an employee who is returned to a former position because of inefficiency during the new probationary period.