



PERSONNEL RULES AND REGULATIONS

RULE 8: <i>Complaint, Grievance, and Appeal Procedure</i>	EFFECTIVE: <i>January 1, 2015</i>
REGULATION 3: <i>Appeal Procedure</i>	Pages: <i>1 of 1</i>

Section 1: Introduction

In accordance with the Provisions below, the Grievance Procedure shall be bypassed for direct appeal to the Personnel Policy Board. This Regulation defines those situations in which this shall occur.

Section 2: Provisions

Tenured employees may appeal directly to the Personnel Policy Board the following actions:

- A. Receipt of three (3) written reprimands, involving the same subject matter, within a 12 consecutive-month period,
- B. Suspension,
- C. Demotion for cause, and
- D. Dismissal.

Section 3: Appeal Procedure

Employees shall present their *Appeal Form* to the Human Resources Director within 15 calendar days from the date on which they became aware of or should have reasonably been aware of the incident giving rise to the Appeal.

The Personnel Policy Board shall hold a Hearing within 30 calendar days, insofar as a quorum can be established, in accordance with *Rule 1: General Provisions, Regulation 4: Personnel Policy Board Hearings*.

The decision of the Board shall be final and binding on all parties; however, this does not prevent either party from pursuing further actions as allowed for by law.

Any time limitations provided under this Regulation may be waived or extended in accordance with *Rule 1: General Provisions, Regulation 4: Personnel Policy Board Hearings*.