

NOTICE OF APPEAL UNDER MERIT SYSTEM

(Date)

I, ....., hereby appeal the decision of  
 (Name and Title) (Date)  
 ....., made on or about .....  
 (Date)  
 and communicated to me on or about .....

(State elements of decision made and briefly explain how  
 it aggrieves and affects employee, giving reasons.)

.....  
(Employee's signature)

Immediate supervisor shall be defined as that individual who daily directs the activities of the employee involved.

The immediate supervisor shall, within three (3) working days of receipt of any notice of appeal from an employee, hold a conference with the employee and attempt to settle the matter in the best interest of the County and the employee. If the appeal is settled by conference, the immediate supervisor shall note the action taken on the notice of appeal and the employee shall countersign the notice of appeal.

Within three (3) working days of its receipt by the immediate supervisor, he shall have forwarded the notice of appeal to the Personnel Officer together with his answer, reply, or action thereon.

B. Step 2.

If the appeal is not satisfactorily settled by the immediate supervisor within three (3) working days, the appeal and its Step 1 answer may be submitted to the Department Head for consideration. An informal hearing shall be given the employee within five (5) days of the date of submission of the appeal to the immediate supervisor. This step may be waived if the Department Head is the immediate supervisor.

C. Step 3.

If the appeal is still not satisfactorily resolved, it shall be submitted to the Personnel Officer within fifteen (15) days of the date of the Step 2 hearing (or the Step 1 hearing if Step 2 is waived). The Personnel Officer shall hold a formal hearing within ten (10) days of its submission to him.

D. Step 4.

If the appeal be still unresolved, it may be directed to the Personnel Board at the request of the employee affected. The Personnel Officer shall place the appeal on the docket of the Personnel Board for hearing at the earliest possible meeting of that body, and in no event any later than thirty (30) days from the date of the first appeal in Step 1.

**RULES OF PROCEDURE FOR HEARINGS  
BEFORE THE PERSONNEL OFFICER  
AND PERSONNEL BOARD**

1. Upon the presentation of an unresolved notice of appeal, the Personnel Officer shall promptly schedule a hearing, giving notice in writing to all parties in interest of the time, place and specific matters of the hearing.