



SARPY COUNTY APPEAL FORM

In accordance with the Personnel Rules and Regulations *Rule 8: Complaint, Grievance, and Appeal Procedure; Regulation 3: Appeal Procedure*, classified employees are able to appeal the following types of discipline directly to the Personnel Policy Board:

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

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

EMPLOYEE INFORMATION

Name: _____ Date: _____
 Department: _____ Division: _____
 Job Title: _____ Union: _____
 Address: _____ Email: _____

APPEAL INFORMATION

Employee complete and present completed form to the Human Resources Director

1. Discipline being Appealed:

- Written Reprimands (3) Suspension Demotion Dismissal

2. Statement: (describe specific facts and reason for appeal) Use additional pages if needed.

3. Remedy Sought: _____

 Employee Signature _____ Date _____

HUMAN RESOURCES

Date Received: _____ Appeal Authorized: Yes No

 Human Resources Director Signature _____ Date _____

APPEAL WITHDRAWAL

Withdraw Appeal

 Employee Signature _____ Date _____

 Witness Signature _____ Date _____