

**621—11.2(19A,20) Filing of appeal.**

**11.2(1)** Appeals shall be filed with the board on the State Employee Grievance and Disciplinary Action Appeal Form.

**11.2(2)** Grievances. An employee, except an employee covered by a collective bargaining agreement which provides otherwise, who is not satisfied with the director's response to the employee's grievance may file an appeal with the board if the grievance alleged either a violation of Iowa Code chapter 19A or the rules of the department of personnel. Such appeal must be filed within 30 calendar days following the date the director's response was issued or should have been issued.

**11.2(3)** Disciplinary appeals. A nonprobationary merit system employee, except an employee covered by a collective bargaining agreement, who is discharged, suspended, demoted, or otherwise reduced in pay, and appeals the action to the director and is not satisfied with the director's response, may file an appeal with the board. Such appeal must be filed within 30 calendar days following the date the director's response was issued or should have been issued.

**11.2(4)** The board shall serve copies of the appeal upon the director by ordinary mail.