

621—11.4(19A,20) Content of director's answer to the appeal.

11.4(1) The director shall have 15 days from the date of receipt of notice of the employee's appeal in which to file an answer with the board.

11.4(2) The answer shall contain the following:

1. The names of the appealing employee and the employing agency/department;
2. A statement of the director's findings concerning the grievance or disciplinary action which forms the basis of the appeal. This statement must be complete and concise, and shall include the reasons supporting the director's response to the appealing employee;
3. A specific reply admitting, denying, or explaining each allegation contained in the appealing employee's appeal;
4. All relevant documents contained in the director's record of the proceeding;
5. Designation of and signature by the director or the director's designee.

11.4(3) The parties shall serve on each other one copy of all pleadings filed with the board other than the employee's appeal. Service shall be made according to board rule 2.15(20).