



Procedure Purpose

To define the process by which employees can file an appeal with the Employee Appeals Board

Employee Appeals Board Jurisdiction

The EAB only has jurisdiction to hear an employee's appeal from a discharge or termination; suspension without pay for more than two days or two shifts; involuntary transfer to a position with less remuneration; or designation for layoff. The EAB may not review or decide any other personnel matters. The EAB does not have jurisdiction to hear an appeal filed by:

- A. An employee appointed by the Mayor;
- B. An employee employed by the City Council;
- C. An employee in an at-will position;
- D. An hourly employee;
- E. A seasonal employee;
- F. A probationary employee;
- G. An employee in the Police Department;
- H. An employee in the Fire Department; or,
- I. An employee challenging the City's classification of the employee as A through H above.

Appeal Process

An employee starts the appeal process by completing the Notice of Appeal Form within fourteen (14) calendar days from the date the Department Head issues a final appealable decision. The employee must file four (4) copies of the fully completed signed form with the City Recorder's Office located in Room 415, City & County Building, 451 S. State Street, Salt Lake City, Utah.

The EAB will only consider an appeal which is properly filed. The Mayor's designee will determine if the appeal was properly filed.

Upon receipt of an appeal notification from the City Recorder's Office, the EAB coordinator will notify the Mayor's designee, the City Attorney's Office, and the appropriate HR Consultant of the appeal request.



APPENDIX "A"
NOTICE OF APPEAL
SALT LAKE CITY EMPLOYEE APPEALS BOARD

Table with 2 columns and 10 rows for employee appeal information, including fields for name, address, phone, and representative details.



Employee Appeals Board Employee Procedure

What is the action that is being appealed:	Employee's Job Title
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Specific statement of issues considered by department head or designee which are being appealed:
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Attach additional pages if necessary

Please list any witnesses you may have testify:

Name	Telephone
Address	
City	State and Zip



Employee Appeals Board Employee Procedure

Name	Telephone
Address	
City	State and Zip

Attach additional pages, if necessary.

Attach all documents considered by the department head or designee which you intend to introduce at the hearing.

What action do you want the Employee Appeals Board to take and why?

What additional discovery do you believe is necessary for the Employee Appeals Board to properly consider your appeal and why is that discovery necessary?

I hereby request a hearing before the Salt Lake City Employee Appeals Board.

Signature of Employee

Date

Submit this document with 3 additional copies to the City Recorder's Office,
451 South State Street, Room 415, P.O. Box 145515, Salt Lake City, Utah 84114-5515