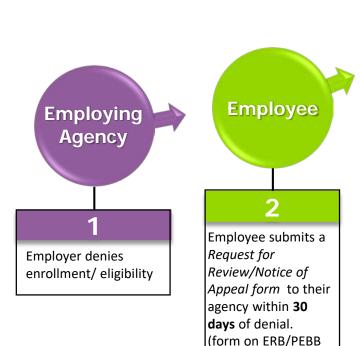
Appeals Process

For State Agencies & HE Institutions



website)

Employing Agency

Initial decision must be reviewed by one or more staff not involved in the initial decision.

Employer completes sections 5-7 (as applicable) of the *Request for Review/Notice of Appeal form* within **30 days** of the date of the request for review.

A copy is provided to the:

- Employee
- Agency administrator or designee
- PEBB appeals unit (if applicable)



If the employee does not agree with the agency's final decision, they have 30 days from the date of the agency decision to complete section 8 of the Request for Review/Notice of Appeal form and submit it to the PEBB Appeals Unit.

PEBB
Appeals
Unit

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A Presiding Officer
will generally issue
a written initial
order within 10

A Presiding Officer will generally issue a written initial order within 10 business days of receiving the Request/Notice of Appeal form.
A written response will be sent to the employee.

Employee

The PEBB review officer will issue a final order within **20 days** of the request for review. A copy of the final order is mailed to all parties.

PEBB

Appeals

Unit

If the employee does not agree with the written initial order, they have **21 days** from the date the initial order was issued to request further review by a review officer. The request for review must be provided using the contact information included in the initial order.

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