## **Appeals Process**

For SEBB Organizations

the date of denial.

Form is available at the SEBB website.



**SEBB** Organization

3

Employer completes sections 4-6 (as applicable) of the Request for Review/Notice of Appeal form and provides a copy to the employee within 30 days of the date of the request for review. Section 6 must be completed by a staff person not involved in the initial decision. A copy is also provided to the:

 Organization administrator or designee

**Employee** 

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 sections 7-9 (as applicable) of the Request for Review/Notice of Appeal form and submit it to the SEBB Appeals Unit.

**SEBB Appeals** Unit

5

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** 

6

included in the

initial order.

The SEBB review officer will issue a final order generally within 20 days of the date of the initial order or of the date the request for review was received. A copy of the final order is mailed to all parties.

**SEBB** 

**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