

621—11.4 (8A,20) Content of appeal.

11.4(1) The appeal shall contain the following:

- a.* Name, address, telephone number, and e-mail address of the appealing employee;
- b.* Name of agency/department by which the appealing employee is/was employed;
- c.* A brief statement of the reasons for the appealing employee's dissatisfaction with the director's response;
- d.* A statement of the requested remedy;
- e.* The name, address, telephone number, and e-mail address of the appealing employee's representative, if any;
- f.* Signature of the appealing employee or employee's representative; and
- g.* In the case of a disciplinary action appeal filed pursuant to Iowa Code section 8A.415(2), a statement of whether the employee requests a hearing open to the public.

11.4(2) Completion of the State Employee Grievance and Disciplinary Action Appeal Form shall constitute compliance with all the requirements in subrule 11.4(1).

[**ARC 1583C** , IAB 8/20/14, effective 9/24/14; **ARC 2916C** , IAB 1/18/17, effective 2/22/17]