

**621—11.5(8A,20) Content of director's response to the appeal.**

**11.5(1)** The director shall have 15 days from the date of service of the employee's appeal in which to file a motion or answer with the agency.

**11.5(2)** The motion or answer shall contain the following:

- a.* The names of the appealing employee and the employing agency/department;
- b.* The name, address, telephone number, and e-mail address of the employing agency's/department's representative;
- c.* A copy of the original grievance and first-, second-, and third-step responses issued; and
- d.* Signature of the employing agency's/department's representative.

**11.5(3)** The director's motion or answer shall be electronically filed pursuant to 621—Chapter 16.

[ARC 2916C, IAB 1/18/17, effective 2/22/17]