

**621—17.4(20,70A) Content of appeal.**

**17.4(1)** The appeal shall contain the following:

- a.* Name, address, telephone number, and email 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 employee's appeal;
- d.* A statement of the requested remedy;
- e.* The name, address, telephone number, and email address of the appealing employee's representative, if any;
- f.* The signature of the appealing employee or employee's representative;
- g.* A statement of whether the employee requests a hearing open to the public; and
- h.* A statement of whether the employee filed a complaint with the office of ombudsman and the date of the filing, if applicable.

**17.4(2)** Completion of the State Employee Whistleblower Action Appeal Form shall constitute compliance with all of the requirements in subrule 17.4(1).

[ARC 4459C, IAB 5/22/19, effective 6/26/19]