

**621—17.5(20,70A) Content of director's response to the appeal.**

**17.5(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.

**17.5(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 email address of the employing agency's/department's representative;
- c.* The response or answer to the employee's appeal, which shall specifically admit or deny each allegation of the appeal and may set forth additional facts deemed to constitute a defense. If the appellee is without knowledge sufficient to make an admission or denial concerning an allegation, the answer shall so state and such statement shall operate as a denial. Admissions or denials may be made to all or part of an allegation but shall fairly meet the substance of the allegation. Additional facts set forth in the answer shall be deemed denied by the appellant;
- d.* The signature of the employing agency's/department's representative.

**17.5(3)** The director's motion or answer shall be electronically filed pursuant to 621—Chapter 16.

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