

**701—114.2(441) Grievance and appeal procedures.** Prior to appealing to district court any aggrieved person may petition the director in writing to reconsider an action. In addition, the director will consider grievances which have been filed based on any area in which the director has jurisdiction.

A petition or grievance must be filed with the director within 30 days of the decision or action leading to the grievance. The petition must state the reasons for reconsideration of the director's action and a grievance must contain the facts leading to the grievance and a statement showing the director has jurisdiction.

The director shall appoint a grievance committee comprised of three members of the assessor education advisory committee to review petitions and grievances, meet with the affected parties if necessary, and recommend in writing to the director a proposed resolution of the matter. The director will consider the recommendation of the grievance committee at its next meeting and inform the affected parties of the decision in writing within ten days. The date of the written reply by the director shall constitute final agency action for purposes of appeal.

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