

3. Should no decision resulting in the settlement of the grievance be reached within ten (10) working days after the filing of the written grievance, the employee or applicant, within five (5) working days, may appeal to the Appeals Committee. Such an appeal shall be submitted through the Human Resources Manager and shall be accompanied by all of the facts and information concerned with the grievance as well as any written responses of the department head.

4. The Appeals Committee shall, within ten (10) working days after the receipt of an appeal, hold a hearing upon the same and consider the action complained of in the grievance.

- a) Whenever possible, the hearing shall be scheduled during normal working hours and employees, supervisors, applicants and their representatives and witnesses shall have the right to appear before the committee for the purpose of presenting facts, information, and relevant evidence. All hearings conducted by the Appeals Committee shall be in accordance with Title 50, Chapter 14 Official Code of Georgia Annotated.
- b) At the hearing before the Appeals Committee, technical rules of evidence shall not apply. All testimony before the committee shall be under oath or affirmation. Any member of the Committee shall have the power to administer oaths and call witnesses and may compel the production of relevant books, records, and documents.
- c) A copy of the decision of the Appeals Committee shall be given to the affected employee and the department head of the same, or to the applicant, within three (3) working days following the completion of the hearing.

Each employee has the responsibility to ensure any grievance filed is reasonable and based upon factual information and not an abuse of the purpose and intent of the system. NO retaliatory or other adverse action shall be taken against any employee or applicant who in good faith utilizes this grievance procedure.

## **7.0 SEPARATIONS**

Employment may end due to resignation, termination, retirement, reduction in force, or other lawful reasons.

### **Types Of Separation**

Employment may end due to:

- Resignation
- Termination
- Retirement