

(DATE)

(SUPERVISOR NAME)
(POSITION)
(AGENCY)
(ADDRESS)

Re: (EMPLOYEE NAME – APPEAL STEP #)
(MATTER BEING APPEALED)

Dear _____:

The State Employee's Association of New Hampshire, Inc., SEIU Local 1984, is representing _____ (Appellant) regarding his/her (DATE AND ACTION) (Letter), issued in accordance with Per (THE SECTION OF THE RULES CITED IN THE ACTION) of the Administrative Rules of the Division of Personnel (Rules).

We are requesting that this matter be resolved through the informal settlement process as outlined in Per 205 of the Rules.

The Appellant has concerns regarding several of the claims, assertions and facts listed in the Letter, and offers the following in response:

(SPECIFICALLY LIST THE ALLEGATIONS/CLAIMS WITH WHICH THE EMPLOYEE DISAGREES)

(FOR EACH DISPUTED ALLEGATION/CLAIM, PROVIDE AN EXPLANATION FOR WHY IT IS DISPUTED)

We believe the (DATE AND ACTION) to be unjust and otherwise inappropriate; it violates the rules. We hereby request that you both rescind the (ACTION) and remove it, and any and all references to it, from the Appellant's personnel file, and that the Appellant be made whole in all ways.

If this appeal is deemed at the wrong step and/or to an inappropriate recipient, by copies as indicated below, it is also filed with those other named individuals, and any recipient is requested to understand that this appeal is filed with them and to give this appeal to any appropriate individual.

Respectfully Submitted,

(STEWARD NAME)

SEA Steward

Cc: Appellant
SEA Grievance Rep
Agency HR
Division of Personnel