



The State of Delaware

Merit Appeal Form for Employees Dismissed, Demoted or Suspended

"Employees who have been dismissed, demoted or suspended may file an appeal directly with the Director or the MERB within 30 days of such actions. Alternatively, such employees may simultaneously file directly with the Director, who must hear the appeal within 30 days. If the employee is not satisfied with the outcome at the Director's level, then the appeal shall continue at the MERB."

Please check your choices below for the direction of your appeal:

- ☐ Heard only by Human Resource Management (HRM)
☐ Heard only by the Merit Employee Relations Board (MERB)
☐ Heard by both HRM and the MERB (Note that the employee has the choice to discontinue their appeal at the MERB if they are satisfied with the outcome of the hearing at SPO. There are no time disadvantages to the employee to file with both.) Please file this form at both addresses below:

Human Resource Management Director
Carvel Building
820 N. French Street, 10th Floor
Wilmington, Delaware 19801

The Merit Employee Relations Board
4th Floor, Carvel State Office Bldg.
820 N. French Street
Wilmington, DE 19801

Please indicate whether you have been dismissed, demoted or suspended and the date thereof: _____

Name & Home Address: _____

Date of Dismissal, Demotion or Suspension: _____

Current or Former Agency and Job Location: _____

Current or Former Job Title: _____

Telephone Number and e-mail address where you can to be contacted regarding the appeal: _____

Union or Legal representative, if any: _____

Employee Signature: _____ Date: _____

This appeal notice shall have attached the information that stated the reason for the action taken against you, including the letter of dismissal, suspension, any and all grievance materials, etc. and any other documents necessary for the Human Resource Management Office and/or the MERB to process your appeal.

AGENCY USE ONLY
Date Received _____

PHRST Grievance # _____