



## 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 DHR Secretary or the MERB within 30 days of such actions. Alternatively, such employees may simultaneously file directly with the DHR Secretary, who must hear the appeal within 30 days. If the employee is not satisfied with the outcome at the DHR Secretary’s level, then the appeal shall continue at the MERB.”

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

- Heard only by the Department of Human Resource (DHR)
- Heard only by the Merit Employee Relations Board (MERB)
- Heard by both DHR 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 DHR. There are no time disadvantages to the employee to file with both.) Please file this form at both addresses below:

Secretary, DE Dept. of Human Resources  
Haslet Armory, 2nd Floor  
122 Martin Luther King, Jr. Blvd S.  
Dover, Delaware 19901

The Merit Employee Relations Board  
4<sup>th</sup> 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 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 Dept. of Human Resources and/or the MERB to process your appeal.

AGENCY USE ONLY  
Date Received \_\_\_\_\_

PHRST Grievance # \_\_\_\_\_