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**State of Delaware**  
**Merit Employee Relations Board**  
4<sup>th</sup> Floor, Carvel State Office Building  
820 N. French Street  
Wilmington, Delaware 19801

## **MERIT RULE APPEAL TO THE MERB**

(To be used for filing appeals of all State Merit grievances EXCEPT those appealing dismissals, demotions and suspensions – **Appeals must be filed within 20 calendar days of receipt of the Step 3 decision**)

Name of Grievant:

Mailing Address:

Phone Number:

E-mail Address:.

Counsel for the Grievant (if any):

Mailing Address of Counsel:

Phone Number:

E-mail Address:

Employing State Division and Agency:

Work Location and Address:

Identify the Merit Rule(s) Alleged to have been Violated:

Specific Statement of the Act or Omission complained of, including the date(s) of such act or omission:

A brief summary of the evidence the grievant expects to present at hearing showing the appeal is timely filed pursuant to the Merit Rules and is within the jurisdiction of MERB:

[Click here to enter text.](#)

**Please attach to this Appeal a copy of the written decision(s) from Step 3 of the Grievance Procedure** (or the last step for which a timely answer was received if the grievance was not heard at Step 3).

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_