



ADMINISTRATIVE RULES OF MONTANA



24.26.544 GRIEVANCE PROCEDURE – STEP 1: DEPARTMENT HEAD OR DESIGNEE

- (1) The employee shall submit the appeal form and accompanying material to the department head or department designee. The department head or designee shall have 14 days to review the appeal, record his or her findings, record steps taken to resolve the appeal, and return it to the employee.
- (2) The department head or designee is not limited to the issues raised by the employee in the appeal form but may address any other classification issue listed in ARM 24.26.542 deemed by the department head or designee to be important to the appeal.
- (3) If the employee disputes the findings of the department head or designee, the employee shall have 14 days to appeal to the State Human Resources Division pursuant to ARM 24.26.546.

Authorizing statute(s): 39-31-104, MCA

Implementing statute(s): 2-18-203, 2-18-1011, MCA

History: NEW, 2020 MAR p. 2422, Eff. 12/25/20.