

**GRANT COUNTY  
GRIEVANCE POLICY**

Purpose:

This grievance policy is established pursuant to Wis. Stat. § 66.0509(1m) to address employee terminations, employee discipline and workplace safety as required by law. An employee shall use this grievance policy for resolving disputes regarding employee termination, employee discipline or workplace safety issues covered by this policy.

The terms of this policy may be modified or eliminated by the County at any time, with or without prior notice. This policy is not a guarantee of employment, a guarantee of any rights or benefits, a contract of employment, express or implied and does not create tenure or a property interest in employment. Unless specifically required otherwise by statute or code, the County's employment relationship with employees covered under this policy is at will and the employment relationship may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the County or the employee.

Definitions:

**"Administration"** means the person or persons designated by the County to represent the interests of management in a Grievance matter. The Administration may be represented by counsel at any point in the procedure.

**"Employee"** for purposes of a Grievance involving discipline or termination means a full-time or regular part-time employee of Grant County, as defined in applicable County personnel policy and excludes managerial and supervisory employees, elected officials, limited term employees, contractors, employees covered by a collective bargaining agreement containing a grievance procedure for discipline or termination and officials, officers or employees that serve at the pleasure of an appointing authority as provided by statute, including, but not limited to Corporation Counsel, Deputy Coroner, Veterans Service Officer, Highway Commissioner, Zoning Administrator, Land Information Officer, Real Property Lister, Social Services Director, Health Officer and Commission on Aging Director. **"Employee"** for purposes of a Grievance involving workplace safety means a full-time or regular part-time employee of Grant County, as defined in applicable County personnel policy.

**"Discipline"**, in the context of this policy, is an employee's suspension of employment or a demotion due to misconduct. Leadership/management tools, which include, but are not limited to, plans of correction or performance improvement; performance evaluations or reviews; documentation of employee acts and/or omissions in an employment file; oral or written reprimands; administrative leave with or without pay; non-disciplinary wage, benefit or salary adjustments; or a change in assignment or assignment location, are not subject to the grievance procedures addressed in this policy.

**“Grievance”** means a written complaint filed under this policy by an employee involving discipline taken against the employee, termination of the employee or an alleged workplace safety issue directly affecting the employee. All complaints must be filed on the form attached to this policy as Appendix A or Appendix C. An employee filing a Grievance is referred to as a “Grievant” in this policy.

**“Termination”** means an involuntary separation of employment initiated by the County that is not a layoff or workforce reduction.

**“Working day”** generally means a regularly scheduled work day (Monday through Friday) excluding County holidays.

**“Workplace safety”** means any standard established or adopted under Wis. Admin. Code Chapter SPS 332.

Grievance Procedure for Discipline and Termination:

1. Initiating a Grievance Related to Discipline or Termination

- a. A Grievance relating to discipline or termination shall be initiated by filing a written complaint on the form attached to this policy as Appendix A with the Personnel Director within 10 working days of the event giving rise to the Grievance. The Grievance must contain all of the information required on Appendix A to be considered complete.
- b. A Grievance may only be filed by the employee who is the subject of the discipline or termination. The Grievant must sign and date the Grievance. A Grievance will not be considered filed until the Grievant signs the Grievance, provides all of the required information and delivers the Grievance to the Personnel Director.
- c. If a Grievance is untimely or incomplete, the Personnel Director shall issue a written request to the Grievant indicating it is untimely or identifying the information needed to complete the Grievance. The Grievant shall have five (5) working days from receipt of the written request to provide the Personnel Director with: in the case of an untimely Grievance, a statement as to why the Grievance should be considered timely; or, with respect to an incomplete Grievance, with the information identified by the Personnel Director. Upon receipt of the Grievant’s response, the Personnel Director shall refer the response to the Grant County Executive Committee to determine whether the response is sufficient. Failure of the Grievant to timely provide the requested information within five (5) working days of the Personnel Director’s request or a finding by the Executive Committee that the Grievance is either untimely or that the Grievant has failed to provide sufficient information to allow the Grievance to move forward shall constitute a waiver of the right to use this grievance procedure and an abandonment of the Grievance.

- d. By signing the Grievance, the Grievant is acknowledging and affirming that the statements contained in the Grievance are true and accurate to the best of the Grievant's knowledge.
- e. Throughout the grievance process, the Grievant may represent him or herself or the Grievant may be represented by legal counsel.

## 2. Decision by Personnel Director

Upon the receipt of the grievance, the Personnel Director may attempt to informally resolve the Grievance. If the Grievance cannot be resolved, the Personnel Director will deliver a written response to the Grievant with a brief explanation as to why the Grievance is denied.

## 3. Hearing Before an Impartial Hearing Officer

An employee shall have ten working days from the date the Grievance was denied to file a written request for a hearing with the Personnel Director.

- a. When the Personnel Director receives a properly filed request for hearing, the Personnel Director shall assign the Grievance a case number and provide the Grievant with the name of the Impartial Hearing Officer assigned by the County. The Grievant shall be responsible for half of the cost of the hearing officer.
- b. Within five (5) working days of the date the Impartial Hearing Officer is assigned, the Administration, Grievant and Impartial Hearing Officer shall conduct a pre-hearing conference and select a date for hearing not more than forty-five (45) calendar days from the date the Grievance was filed. All hearings will be closed to the public. The Impartial Hearing Officer shall require the Grievant and Administration to provide a list of witnesses and exhibits that each intends to produce at the hearing no later than ten (10) working days before the hearing. The Impartial Hearing Officer may preclude the Grievant or Administration from introducing exhibits or taking testimony from witnesses who were not disclosed on the list to the opposing party. Neither party may engage in discovery, submit argument or otherwise engage in motion practice prior to the hearing.
- c. Prior to the beginning of the hearing, the Impartial Hearing Officer may attempt to mediate the dispute at the request of both parties.
- d. The Grievant and Administration may call witnesses and present testimony and exhibits that are relevant to the events at issue in the Grievance subject to the requirements related to exchange of witnesses and exhibits. The Grievant and Administration may cross-examine any witnesses presented by the opposing side subject to relevancy. The Impartial Hearing Officer may refuse

to allow testimony or receive exhibits that the Impartial Hearing Officer deems irrelevant or repetitious.

- e. The rules of evidence shall not be strictly followed, but no factual conclusions may be based solely on hearsay evidence.
- f. During the hearing, the Impartial Hearing Officer may ask questions and gather information the Impartial Hearing Officer deems necessary or helpful. The Impartial Hearing Officer may allow for opening or closing statements at the discretion of the Impartial Hearing Officer, such statements not to exceed ten (10) minutes in length. The Impartial Hearing Officer shall maintain order and decorum at all times during the hearing, including refusing to take additional evidence until a disruption has ceased or terminating the hearing if the disruption does not cease after a warning is given.
- g. After the Grievant and the Administration have finished introducing evidence, the Impartial Hearing Officer shall close the record. The parties shall have no right to file briefs or position statements and the Impartial Hearing Officer shall make a decision based solely on the evidence and argument presented at the hearing.
- h. Burden of proof  
The Grievant bears the burden of proof to persuade the Impartial Hearing Officer by clear, convincing and satisfactory evidence that the Administration had no rational basis in disciplining or terminating the Grievant. If the Grievant does not meet his or her burden of proof, the Impartial Hearing Officer shall deny the grievance.
- i. Any hearing conducted hereunder shall be recorded by use of an audio recorder. A copy of the recording shall be provided to the Grievant at no charge. The Personnel Director shall preserve all audio recordings for the period required by law following completion of all proceedings related to a Grievance.

#### 4. Remedies

If the Grievance is sustained, the Impartial Hearing Officer may award the Grievant one of the following remedies if reasonable under the totality of the circumstances:

- a. If the Grievance involves employee termination, the Impartial Hearing Officer may award any of the following or combination of the following: reinstatement; a lesser adverse employment action than termination such as suspension of employment, reduction in base pay, reduction in rank, demotion, or an oral or written reprimand; plans of correction or performance improvement; documentation of employee acts and/or omissions in an employment file; or that no adverse employment action be taken by the County. If reinstatement is awarded, the

Impartial Hearing Officer may award back pay to the employee reduced by any unpaid suspension imposed by the Impartial Hearing Officer. The Impartial Hearing Officer shall not award back pay greater than the equivalent of seventy-five (75) working days.

- b. If the Grievance involves employee discipline other than termination, the Impartial Hearing Officer may award any of the following or combination of the following: lesser adverse employment action than the discipline imposed by the County such as a reduced period of suspension, reduction in base pay, reduction in rank, demotion, or an oral or written reprimand; plans of correction or performance improvement; documentation of employee acts and/or omissions in an employment file; or that no adverse employment action be taken by the County. If the Impartial Hearing Officer reduces an unpaid suspension, the Impartial Hearing Officer may award back pay to the employee for any period of unpaid suspension served by the employee that was reduced.

#### 5. Written Decision of Impartial Hearing Officer

The Impartial Hearing Officer shall deliver a written decision to the Grievant no later than twenty (20) working days from the date of the hearing, with a copy to Administration. The written decision shall contain the following: the case number and caption describing the parties; appearances made by the parties at the hearing; a statement of the issues; pertinent findings of fact; conclusions of law, if any; the final decision; and if the County's decision is overturned, the remedy for the Grievant. If no written decision is received by the Grievant within twenty (20) working days following completion of the hearing, the Grievance shall be considered denied.

#### 6. Appeal

Appeal to the County Board of a Grievance relating to discipline or termination shall proceed under the section titled County Board Appeal.

### Grievance Procedure – Workplace Safety

#### 1. Conditions Precedent to Filing a Workplace Safety Grievance

- a. An employee may not file a grievance relating to a condition that the employee believes constitutes a Workplace Safety violation unless the employee has first reported the condition to the Personnel Director in writing on the form attached as Appendix B.
- b. Upon receiving notice of an alleged Workplace Safety violation, the County shall have ten (10) working days in which to investigate the condition and advise the employee in writing that the County: has determined that the condition does not constitute a Workplace Safety

violation and will not be taking corrective action; or will be taking corrective action in accordance with law to address the condition. If the County advises the employee in writing within ten (10) working days that it is taking corrective action in accordance with law and has commenced corrective action, no Grievance for Workplace Safety may be initiated.

2. Action by Committee

- a. If the County determines that the condition does not constitute a Workplace Safety violation, the Personnel Director shall immediately notify the Department Head and the Chair of the governing committee of the result of the investigation to follow up on the Workplace Safety concern.

3. Initiating a Grievance Relating to Workplace Safety

- a. An employee may initiate a Grievance relating to Workplace Safety by presenting a written complaint on the form attached to this policy as Appendix C to the Personnel Director within five (5) working days of the Grievant's receipt of notice from the County that it will not be taking corrective action with respect to an alleged Workplace Safety violation or the date upon which the Grievant knew or should have known that the County has failed to commence corrective action in accordance with law as set forth above. The Grievance must contain the information set forth in Appendix C.
- b. The Grievant must sign and date the Grievance. A Grievance will not be considered filed until the employee signs the Grievance, provides all of the required information and delivers the Grievance to the Personnel Director.
- c. If a Grievance is untimely or incomplete, the Personnel Director shall issue a written request to the Grievant indicating it is untimely or identifying the information needed to complete the Grievance. The Grievant shall have five (5) working days from receipt of the written request to provide the Personnel Director with: in the case of an untimely Grievance, a statement as to why the Grievance should be considered timely; or, with respect to an incomplete Grievance, with the information identified by the Personnel Director. Upon receipt of the Grievant's response, the Personnel Director shall refer the response to the Grant County Executive Committee to determine whether the response is sufficient. Failure of the Grievant to timely provide the requested information within five (5) working days of the Personnel Director's request or a finding by the Executive Committee that the Grievance is either untimely or that the Grievant has failed to provide sufficient information to allow the Grievance to move forward shall constitute a waiver of the right to use this grievance procedure and an abandonment of the Grievance.

- d. By signing the Workplace Safety Grievance, the Grievant is acknowledging and affirming that the statements contained in the Workplace Safety Grievance are true and accurate to the best of the Grievant's knowledge.
- e. A Grievant shall not be allowed to amend a Workplace Safety Grievance.

#### 4. Hearing before an Impartial Hearing Officer

- a. When the Personnel Director receives a properly filed request for hearing, the Director shall assign the Workplace Safety Grievance a case number and provide the Grievant with a list of Impartial Hearing Officers eligible to serve. The Grievant shall select the Impartial Hearing Officer from the list provided. If the Grievant does not make a selection within two (2) working days of being provided the list, the Personnel Director shall make the selection.

- b. An Impartial Hearing Officer shall be assigned no later than twenty (20) working days after the date the request for hearing was filed. Any hearing conducted hereunder shall be recorded by use of an audio recorder. A copy of the recording shall be provided to the Grievant at no charge. The Personnel Director shall preserve all hearing audio recordings for the period required by law following completion of all proceedings related to a Workplace Safety Grievance.

- c. Hearing procedure

The hearing shall be conducted in accordance with the procedure set forth for above for discipline and termination hearings.

- d. Burden of proof

The County bears the burden of proving by a preponderance of the evidence that the condition identified by the Grievant does not constitute a Workplace Safety violation and that no corrective action is required. If the County does not meet its burden of proof, the Grievance shall be sustained.

#### 5. Impartial Hearing Officer Decision

- a. If the Workplace Safety Grievance is sustained, the Impartial Hearing Officer may issue an order which includes a statement as to the particular provisions of Wis. Admin. Code Chap. SPS 332 that are implicated by the Workplace Safety grievance and order the County take corrective action in accordance with law to address the Workplace Safety violation. The

Impartial Hearing Officer shall have no authority to require the County to take any specific corrective action or provide any specific remedy in response to the Workplace Safety violation.

- b. If the Workplace Safety Grievance is denied, the Impartial Hearing Officer shall issue a written report that identifies the basis for denying the Grievance.
- c. The Impartial Hearing Officer shall file the written report with the County Clerk within twenty (20) days of the close of the hearing.

## 6. Appeal

Appeal to the County Board of a Grievance relating to Workplace Safety shall proceed under the section below titled County Board Appeal.

### County Board Appeal

#### 1. Requesting an Appeal to the County Board

- a. Either party may appeal the Impartial Hearing Officer's decision by filing a request for appeal. The appeal must include the following information: a copy of the grievance filed; a copy of the written response from the Personnel Director, if any; a copy of the written decision from the hearing officer, if any; and a statement of the relief requested by the Grievant. The appeal must be filed in the Personnel Director's office no later than ten (10) working days from the date of the Impartial Hearing Officer's decision. Failure to file a written appeal by the filing deadline will result in the waiver of the right to an appeal and the outcome of the proceedings before the hearing officer shall be final.
- b. Upon the filing of an appeal, the Personnel Director shall forward a copy of the appeal and of the audio recording of the hearing before the Impartial Hearing Officer to the County Clerk.

#### 2. County Board Appeal Process

- a. When the Personnel Director receives a properly filed request for appeal (Appendix D), the Director shall forward the appeal to the chair of the County Board. The Chair shall schedule a meeting of the County Board to review the hearing record and the Impartial Hearing Officer's decision. The Board may listen to any portion of the audio recording of the hearing before the Impartial Hearing Officer. The Board may confer with the Impartial Hearing Officer regarding the hearing record and the basis of the Impartial Hearing Officer's decision. The Board shall not overturn or otherwise modify the Impartial Hearing Officer's decision unless the decision of the Impartial Hearing Officer is found to be arbitrary, oppressive or unreasonable.



- b. The County Board shall not take testimony, accept additional evidence, accept briefing, accept oral argument or otherwise conduct a hearing of any sort in relation to an appeal. In the event the Impartial Hearing Officer failed to render a decision, the County Board shall start the hearing process again under the section Hearing before an Impartial Hearing Officer.

### 3. Written Decision of the County Board

The County Board shall deliver a written decision to the Grievant and the Administration no later than twenty (20) working days from the date of the County Board meeting. The written decision shall contain the following: the case number and caption describing the parties; a statement of the issues; findings of fact, along an explanation as to why the findings differ from the hearing officer, if any; conclusions of law, along with an explanation as to why the conclusions differ from the hearing examiner, if any; the final decision; and if the County's decision is overturned, the remedy for the employee.

### 4. Contents of County Board Decision

If no written decision is received by the Grievant within twenty (20) working days following the meeting at which the Grievance is presented to the County Board for review, the Grievance shall be considered denied. If the Grievance is sustained, the County may award the Grievant one of the following remedies if reasonable under the totality of the circumstances:

- a. If the Grievance involves employee termination, the County Board may award remedies consistent with the remedies set forth above under the section entitled Remedies. If reinstatement is awarded, the County Board may award back pay to the employee reduced by any unpaid suspension imposed by the County Board. The County Board shall not award back pay greater than the equivalent of the number of working days elapsed from the date of termination to the date of the County Board meeting.
- b. If the Grievance involves employee discipline other than termination, the County Board may award remedies consistent with remedies set forth above. If the County Board reduces an unpaid suspension, the County Board may award back pay to the employee for any period of unpaid suspension served by the employee that was reduced.
- c. If the Grievance involves Workplace Safety, the County Board may order that corrective action be taken according to law.

### 5. The decision of the County Board shall be final and may not be reconsidered.

(Approved by County Board on 09/20/2011, revised 01/21/2014, revised 05/20/2014)

**Appendix A**

**GRANT COUNTY DISCIPLINE/TERMINATION GRIEVANCE FORM**

*Please fill out this form completely. If you need more space, use a separate sheet of paper.*

<b>Name of Grievant:</b> <b>Job Title:</b>	<b>Work Phone:</b> <b>Home Phone:</b>
<b>Home Mailing Address:</b>	<b>DATE AND TIME RECEIVED</b> <i>(for County use only)</i>
<b>1. Discipline/Termination Being Grieved.</b> Provide a description of the discipline/termination being grieved.	
<b>2. Basis For Grievance.</b> Provide a detailed description of the reason or reasons why you believe that the County's decision to discipline or terminate you was incorrect and should be overturned and a detailed description of any facts or information which support your belief.	
<b>3. Witnesses.</b> Identify by name, telephone number and address of all witnesses that you believe will support your claim that the County's decision to discipline or terminate you was incorrect and should be overturned. Provide a summary of the facts and/or information known by each witness.	
<b>4. Documents.</b> Attach any documents which support your claim that the County's decision to discipline or terminate you was incorrect. If you do not have a document, provide a description of the document which includes date of the document, the source of the document and the content of the document.	
<b>5. Remedy Requested.</b> Describe in detail how you believe the County's disciplinary action or termination should be modified.	
<b>6. Certification and Signature.</b> By my signature below, I certify that I have read the above complaint and, under penalty of law, I declare that this complaint is true and correct. <b>Signature of Grievant:</b> _____ <b>Date Signed:</b> _____	

**Appendix B**  
**GRANT COUNTY**  
**Unsafe Condition or Hazard Report**

Instructions:

- Use this form to report an unsafe working condition that does not require immediate action.
- This form should NOT be used to *initially* report immediate and dangerous working conditions. See page 2 of this form for instructions on such conditions.
- This form should be completed, fully and legibly, with as much detail as possible. If additional space is needed, print information on a separate piece of paper and attach. If you need assistance in filling out the form, please contact the Personnel Office.
- Submit completed forms to the Personnel Director for consideration by the Grant County Safety Committee.

Employee's Name: _____ Job Title: _____ Date of Report: _____	<b>DATE AND TIME RECEIVED</b> <i>(for County use only)</i>
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1. Location of Condition Believed to Be Unsafe or Hazardous (specify exact location where alleged unsafe or hazardous condition exists, the type of work performed and the approximate number of employees in the location. Use a separate form for each unsafe or hazardous condition).

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2. Detailed Description of Unsafe or Hazardous Condition and Its Cause:

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3. Date and Time Unsafe or Hazardous Condition First Observed By Employee:

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4. Are there any employees or other individuals who you believe have been injured or become ill from the unsafe or hazardous condition? If so, please identify the employee or individual, the nature or the illness or injury and the date on which the employee or individual was injured or became ill.

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5. To your knowledge, has the unsafe or hazardous condition previously been reported to a person in management? If so, to whom was the condition reported and on what date or dates?

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6. To your knowledge, has the unsafe or hazardous condition previously been inspected? If so, who inspected the condition, when was the inspection and what was the result of the inspection?

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7. What changes would you recommend to correct the unsafe or hazardous condition?

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8. Certification.

By my signature below, I certify that I have read the above report and declare that the information in the report is true and correct.

Signature of Employee: \_\_\_\_\_

Date Signed: \_\_\_\_\_

### **Immediate and Dangerous Working Conditions**

1. This form should not be used to *initially* report immediate and dangerous working conditions. If a dangerous working condition exists that requires immediate corrective action, the employee must notify his/her supervisor at once. If the situation involves serious injury and/or the need for rescue, fire, or other emergency response, call 9-1-1 immediately.

2. Upon being advised of an immediate and dangerous working condition, the supervisor shall evaluate the condition take any immediate action necessary to correct or minimize the hazard to a reasonable standard of safety. The supervisor shall notify the Department Head and the Personnel Director of the employee's report of an immediate and dangerous working condition and the corrective action, if any, taken by the supervisor.

3. If corrective action is not taken immediately by the supervisor, or the employee believes that action taken by the supervisor does not minimize the hazard to a reasonable standard of safety, the employee shall immediately report the hazard to the Department Head and fill out and file this Unsafe Condition or Hazard Report with the Personnel Director.

4. The Department Head will designate the appropriate individual to go to the scene immediately, evaluate the situation, make a judgment, and document and communicate the decision on appropriate action to the employee, the supervisor and the Personnel Director.

5. The Grant County Safety Committee will review the information related to the dangerous working condition and determine whether the situation has been satisfactorily resolved or if additional investigation and corrective actions are necessary. The Personnel Director will advise the employee in writing of the results of the investigation and any corrective action that the County intends to take within fifteen (15) calendar days of receipt of this Unsafe Condition or Hazard Report from the employee.

(Approved by County Board on 09/20/2011)

**Appendix C**  
**GRANT COUNTY WORKPLACE SAFETY GRIEVANCE FORM**

*Please fill out this form completely. If you need more space, use a separate sheet of paper.*

<b>Name of Grievant:</b> <b>Job Title:</b>	<b>Work Phone:</b> <b>Home Phone:</b>
<b>Home Mailing Address:</b>	<b>DATE AND TIME RECEIVED</b> <i>(for County use only)</i>
<b>1. Identification of Condition Being Grieved.</b> Provide a description of the Workplace Safety condition being grieved.	
<b>2. Basis For Grievance.</b> Provide a detailed description of the standard under Wis. Admin. Code Chap. Comm 32 that you believe has been violated and a detailed description of any facts or information which support your belief.	
<b>3. Witnesses.</b> Identify by name, telephone number and address of all witnesses that you believe will support your claim that the County has violated a standard established under Wis. Admin. Code Chap. Comm 32. Provide a summary of the facts and/or information known by each witness.	
<b>4. Documents.</b> Attach any documents which support your claim. If you do not have a document, provide a description of the document which includes date of the document, the source of the document and the content of the document.	
<b>5. Remedy Requested.</b> Describe in detail the remedy you request.	
<b>6. Certification and Signature.</b>  By my signature below, I certify that I have read the above complaint and, under penalty of law, I declare that this complaint is true and correct to my knowledge and belief.  <b>Signature of Grievant:</b> _____ <b>Date Signed:</b> _____	

(Approved by County Board on 09/20/2011)

**Appendix D**  
**GRANT COUNTY GRIEVANCE PROCEDURE APPEAL FORM**

**INSTRUCTIONS:** This form is to be used by employees and/or the County to appeal the written decision of an Impartial Hearing Officer relating to discipline, termination or workplace safety under the Grant County grievance procedure. The form must be completed and filed with the Personnel Director within five (5) calendar days of the date of the Impartial Hearing Officer's decision from which the appeal is being taken. Failure to file a written appeal within five (5) calendar days of the impartial hearing officer's decision will result in the waiver of the right to an appeal and the outcome of the proceedings before the hearing officer shall be final. You may only use the space provided on this form.

<b>Name of Grievant:</b> <b>Job Title:</b>	<b>Work Phone:</b> <b>Home Phone:</b>
<b>Address:</b>	<b>DATE AND TIME RECEIVED</b> <i>(for County use only)</i>
<p><b>1. Decision From Which An Appeal Is Being Taken.</b> Attach a copy of the impartial hearing officer's decision to this form. If you do not have a copy, provide the date of the decision, the name of the Impartial Hearing Officer and briefly describe the decision and order of the impartial hearing officer in the space below.</p>	
<p><b>2. Basis For Appeal.</b> Describe why you believe the decision of the impartial hearing officer was incorrect.</p>	

**3. Remedy.** Describe what you believe the impartial hearing officer should have ordered and why.

**Signature of Appealing Party:** \_\_\_\_\_  
**Date Signed:** \_\_\_\_\_

(Approved by County Board on 09/20/2011)