

APPEAL PROCEDURE

The following procedure shall be followed by the Vehicle Accident Review Board:

- A. The Vehicle Accident Review Board will make a determination if an accident is Preventable or Non-Preventable in the absence of the employee.
- B. If the Vehicle Accident Review Board determines that the accident is Non-Preventable or Operational, no appearance will be granted for the employee to appear before the Board.
- C. If the Vehicle Accident Review Board determines the accident is Preventable, the employee may request an appeal to the determination and appear before the Board to present his/her evidence and give testimony.
- D. Vehicle Accident Review Board Determination:
 - 1. A notice of determination is sent to the employee by certified mail, return receipt requested, to his last known address. The notice of determination will include the employee's right to appeal the Board's findings. The notice requirements shall be deemed completed upon the Board's mailing of the notice of determination to the employee.
 - 2. The employee shall submit a written request to appeal, within 10 working days following the date of the receipt by the Safety Office.
 - 3. The employee is entitled to representation from your union during the presentation of this appeal.
 - 4. The Vehicle Accident Review Board shall review the evidence and testimony presented by the employee and/or his/her representative and make its' final determination. The final copy of the Board's determination will be sent to the employee and his/her department head.
 - 5. If there is no appeal made within the stipulated time limits, the final copy of the Board's determination will be sent to the employee and his/her department head.
- E. The County will release the employee from work with pay for the actual time needed for his/her presentation. An employee is not entitled to preparation time or mileage paid by the County. In cases where the employee is in an outlying area, a presentation may be made by a telephone conference call with the Vehicle Accident Review Board at the employee's option.
- F. Employee is entitled to any information that the County uses upon which it bases its initial determination.