



COMPLAINT NOTICE TO EMPLOYEES

HR-03621-A

The Department of Public Health (DPH) has employee complaint procedures available to:

- Classified employees, who have permanent status and whose employment averages twenty (20) or more hours per week ; and,
- Unclassified employees who are eligible for leave benefits.

Employees who have been notified of termination, or who are seeking relief for the work related concerns through other administrative or judicial processes, are not eligible to file a complaint.

DPH employees should read DPH Employee Complaint Policy #03261 prior to filing a complaint. To review policies on the complaint process, you may review the policy manual located on the Public Health Information Library Employee Intranet Website.

Complaints must be filed and received by the DPH Human Resources within 10 working days of the date the issue occurred, or within 10 working days of the date the employee became aware, or should have become aware, of the issue through the exercise of reasonable diligence. *[NOTE: A "workday" is defined as the business day Monday through Friday, exclusive of holidays.]*

For Assistance or To Secure Information Regarding the Employee Complaint Process

Contact Human Resources at 706-583-2773 between the hours of 08:00 a.m. and 4:30 P.M. Monday through Friday, excluding holidays.

Complaint forms and supporting documents should be delivered, mailed or faxed to:

Northeast Health District
Human Resources
220 Research Drive
Athens, GA 30605
Fax: 706-583-2881