NORTH Dakota
Be Legendary.

APPEAL TO ND HUMAN RESOURCE MANAGEMENT SERVICES

OFFICE OF MANAGEMENT AND BUDGET
HUMAN RESOURCE MANAGEMENT SERVICES (HRMS)
SFN 3096 (7-2026)

PART I - INFORMATION

Appeals to ND Human Resource Management Services may be made by non-probationary employees in classified positions who are appealing dismissal, demotion, discrimination, forced relocation, reduction-in-force, reprisal action, and suspension without pay.

PART II - APPELLANT/AGENCY IDENTIFICATION

Appellant's Name (Last, First, M.I.)			
Employing Agency	Work Unit/Division		
Immediate Supervisor	Immediate Supervisor's Title		
Appointing Authority	Appointing Authority Title		
Appellant's Mailing Address	City	State	Zip Code
Appellant's Title	Home Telephone	Work Telephone	

PART III - APPEAL IDENTIFICATION

Check the type of appeal:

◯ Dismissal ◯ Discrimination ◯ Forced Relocation ◯ Demotion

◯ Reprisal Action ◯ Suspension Without Pay ◯ Reduction-in-Force

PART IV - GRIEVANCE/REMEDY IDENTIFICATION (This part must be completed.)

State the grievance (be specific, using additional sheets if necessary):

State the specific remedy(ies) sought to resolve this grievance:

Outcome of agency grievance procedure:
Date of notification of appointing authority's decision regarding the grievance (if applicable):

PART V - REQUIREMENT TO COMPLETE AGENCY GRIEVANCE PROCEDURE

Before an appeal may be submitted to ND Human Resource Management Services, the employee must complete the grievance procedure of the agency involved. However, if the employee has obtained a waiver from the agency's appointing authority, the employee need not complete the agency grievance procedure prior to appealing to ND Human Resource Management Services. A copy of all internal grievance documents, including the final determination, or the waiver must be attached to the appeal form.

PART VI - TIME LIMITATIONS TO BEGIN THE APPEAL

An appeal to ND Human Resource Management Services must be submitted within time limits established by N.D. Admin. Code ch. 4-07-20.1. Any extension(s) granted to the established time limits must be attached to the appeal when submitted.

PART VII - CERTIFICATION

I certify that I am a non-probationary, classified employee and that this appeal meets the applicable time limitations.

Appellant's Signature	Date

Upon completion of this form, please submit it to the Chief People Officer at the following address:

State of North Dakota - Office of Management and Budget
Human Resource Management Services
State Capitol - 14th Floor
600 East Boulevard Avenue
Bismarck, ND 58505-0120