

MOTOR VEHICLE ACCIDENT APPEALS PROCESS

Purpose

The Appeals Process is provided to eligible employees to provide them with an appeals avenue to have further review of the following actions taken against them: suspension without pay; demotion; or involuntary termination. The Appeals Process is in place to ensure that employment laws, county policies and ordinances are implemented fairly and consistently. This Appeals Process is a voluntary process that is instigated by the employee.

Eligibility to Participate

Any regular employee in the classified service of the County who is disciplined as a result of a motor vehicle accident where the employee was found to be at fault. The employee has the right to appeal the action in accordance with the Appeals Procedures outlined below.

Appeals Procedure

- (1) The employee must present his/her appeal in writing to his/her Department Head within seven (7) business days after the date upon which the employee received notice of the disputed action. The appeal must specify the County policy or procedure alleged to have been violated, or the nature of any alleged discrimination or other alleged violation of the employee's legal rights, and it must specify the relief requested. The employee shall provide a copy of such appeal to the Department Head, Risk Manager and the Director of Human Resources.
- (2) The Department Head shall review the appeal outlined in paragraph 1 herein and shall provide a copy of the appeal to both the Risk Manager as well as the Director of Human Resources for review and scheduling with the Accident Review Committee no later than 7 business days after receiving the appeal request.
- (3) The employee will be notified by the Department Head of the date of the review to be conducted by the Accident Review Committee. The employee will need to be available for these proceedings. Disciplinary action appeals related to motor vehicle accidents will be reviewed quarterly.
- (4) The Accident Review Committee will review all supporting material and employees' testimony in order to make a final determination as to the level of discipline imposed and consistency in accordance with established standards. (See attached Safety and Incident/Accident Review Form) All appeals brought before the Accident Review Committee are final and are not subject to another jurisdiction within Rockdale County.

- (5) All documents presented in the appeals process will be recorded by a member of the Accident Review Committee and retained for 4 years as part of Rockdale County's accident investigation process.
- (6) The employee shall have the right to representation at his/her own expense during the appeals process.
- (7) If at any level of the appeal process, the employee does not respond within the time limits established, any response or objection shall be considered waived on the basis of employee being satisfied with the previous decision and the appeal shall not be subject to further review. Provided however, that this appeal procedure shall not be interpreted or intend, in any way, to limit the rights of the employee that may otherwise be provided for under federal or state law or in separate County policies.

No employee shall be disciplined or discriminated against in any way because of the proper use of this policy.

Policy Changes

The County reserves the right to delete, modify, amend or terminate this policy at any time, with or without prior notice.

Board of Commissioners

Rockdale County, Georgia

By: _____

JaNice VanNess, Chair

Attest:

By: _____

Jennifer Rutledge, County Clerk

Approved this 9 day of September, 2025