

**NOTICE OF APPEAL BEFORE  
THE MISSISSIPPI EMPLOYEE APPEALS BOARD**

**APPELLANT**

**VERSUS**

**NO.**

**RESPONDENT**

**NOTE:**

Supplemental pages may be attached if needed. (If filing on-line, submit supplemental pages through section 9.) Do not write on the reverse sides of this form or any supplemental page. All filers must redact: Social Security or taxpayer identification numbers; dates of birth; names of minor children; financial account numbers; HIPAA protected information; any confidential agency records or info protected by law or regulations; or other personally identifiable information. See Miss. State Employee Handbook Rule 9.7 (E). This requirement applies to all documents, including attachments.

**1. Name, mailing address, telephone number, and email address of Appellant:**

**2. Name, mailing address, telephone number, and email address of Appellant's attorney, if any:**

**3. Employment Status:**

State Service Employee

Probationary

Non-State Service Employee

Other

**4. Does appeal concern a Final Agency Response to a Grievance? \_\_\_\_\_**

a) **Date Final Agency Response to Grievance was received (if applicable):**

**5. Does appeal concern Formal Disciplinary Action? \_\_\_\_\_**

a) **Date Formal Disciplinary Action Notice was received (if applicable):**

**6. Appellant's relevant employment information:**

a) **work station (town, city, county) and organizational location (bureau, division, branch) within employing agency:**

b) **immediate supervisor:**

c) **job title:**

d) **date of hire with employing agency:**

e) **date of termination or adverse action from employing agency (if applicable):**

**7. Statement of the facts, in sufficient detail, upon which the appeal is taken:**

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**8. Appellant's Statement of relief requested:**

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**9. List of any documents, exhibits, and/or supplemental pages which Appellant has attached to this Notice of Appeal. The Formal Disciplinary Action Notice and/or Final Agency Decision to a Grievance must be attached with the appeal:**

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**Signature:**

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**Date:**

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**NOTE:** To file an appeal through email, fax, mail, or personal delivery, the Appellant should fill out and return this form to the Mississippi Employee Appeals Board, 210 East Capitol Street, Suite 800, Jackson, MS 39201. The Notice of Appeal must be accompanied by copies of all documents generated by the agency-level grievance proceedings, which took place prior to the filing of the appeal. A fee of one hundred dollars (\$100.00) in the form of a cashier's check, bona fide attorney's check, or money order made payable to the Mississippi Employee Appeals Board must be filed by the Appellant with the Notice of Appeal. Cash or personal checks will not be accepted.

To file an appeal electronically, the Appellant should fill out the electronic form found at [www.eab.ms.gov](http://www.eab.ms.gov) and attach copies of all documents generated by the agency-level proceedings, which took place prior to the appeal. Upon completion of the electronic form, a fee of one hundred dollars (\$100.00) can be submitted via credit card or debit card. (To pay electronically there is a nominal non-refundable processing fee.)

The rules governing appeals are found in Chapter 9 of the Mississippi State Employee Handbook.