

## Personnel Appeals Board

**Legislative Reference:**

**State:** CGS 7-422.

**Town:** Charter Sec. 5.12.

**Other Bylaws and/or Rules of Procedure:**

**Geographic Responsibility:** Town of Groton employees in the classified service.

**Powers and Duties:**

**General:** The board shall have the duty of hearing and determining appeals from any member of the classified service who is dismissed as a result of the interpretation and application of the rules and regulations promulgated under Chapter IX, the Merit System, of the Town Charter. (Charter 5.12)

**Specific:** The board shall adopt rules of procedure which shall insure any dismissed employee a prompt and fair hearing and an opportunity to be heard in person or by a representative of his choosing. Any hearing requested by a terminated employee shall be public or private at the option of said employee. (Charter 5.12)

**Appointing Authority:** Town Council. (Charter 5.12)

**Term of Office:** Five (5) years, staggered. (Charter 5.12)

**Membership:**

**Number:** Five (5) members. (Charter 5.12)

**Requirements:** Resident electors of the Town; no more than 3 members shall be members of the same political party. (Charter 5.12) No member may hold a salaried municipal office. (CGS 7-422)

**Meeting Schedule and Location:** As called.

**Staff:** Town Manager and Department of Administrative Services.

**Records:** Department of Administrative Services

**Further information:** Three members shall constitute a quorum and the affirmative vote of three (3) members is required for any action taken by the board.

The decision of the board may be appealed to the superior court within 90 calendar days from the date of the board's decision. (CGS 7-422)

Town Manager: 441-6630

Department of Administrative Services: 441-6622