



## COMPLAINT NOTICE TO EMPLOYEES

1501-A

---

The County Board of Health (CBH) 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.

CBH employees should read CBH Employee Complaint Policy #1501 prior to filing a complaint. To review policies on the complaint process, you may review the policy located on the North Georgia Health District (NGHD) website at [www.nghd.org](http://www.nghd.org).

Complaints must be filed and received by the NGHD Human Resources within 10 working days of the date the issue occurred, or within 10 work 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 NGHD Human Resources at (706) 529-5757 between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday, excluding holidays.

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

North Georgia Health District  
Office of Human Resources  
1710 Whitehouse Court  
Dalton, GA 30720  
Fax: (706) 529-5744