



Ohio Administrative Code

Rule 124-15-04 Final order of the state personnel board of review.

Effective: May 26, 1994

(A) If a hearing is held before the members of the state personnel board of review, then they will issue a final order and opinion regarding their decision. Final orders shall be signed by the chairman or vice chairman of the board. The original order shall be journalized and a copy of the order placed in the case file.

(B) A certified copy of the final order of the board shall be sent by certified United States mail to the appellant and by state inter-departmental or state accountable mail or regular United States mail to the appellant's representative (if appellant is represented), appellee, appellee's representative and to any other party.

(1) A copy of the final order mailed by certified mail and returned to the board shall be reissued by regular United States mail and will be deemed delivered the third calendar day after mailing.

(2) A copy of the final order mailed by regular or certified United States mail and returned to the board as undeliverable and addressed to the address on file with the board shall be placed in the case file and the opposing party shall be notified. If the address is incorrect, the final order will be remailed.

(3) A copy of a final order may be secured in person, in lieu of mailing, from the offices of the board after signing a receipt for the order.

(C) A final order does not become public record until it has been mailed to or secured in person by all parties.
