**47:02:04:02.  Chief administrator.** When an employee has a grievance, the employee shall meet informally with the chief administrator of the employer within 20 days after the employee, through the use of reasonable diligence, should have had knowledge of the occurrence that gave rise to the grievance. The chief administrator shall set a meeting date as soon as possible, but not later than seven days after the appeal was filed. Within seven days after the meeting, the chief administrator shall serve a written disposition of the matter upon the party involved. For the purpose of this section, chief administrator means the person with final authority on personnel matters.

 **Source:** SL 1975, ch 16, § 1; 9 SDR 81, 9 SDR 124, effective July 1, 1983.

 **General Authority:** SDCL 3-18-15.3.

 **Law Implemented:** SDCL 3-18-15.1.