

Subject: Reconsideration Procedures for MPP Employees	Department Name: Human Resources	Section Number: 5401 Effective Date: 8-8-88 Revision Date: 6-04 Further Revision Date: 10-17
		Approval: Dr. Ellen Junn, President

Reconsideration Procedures for MPP Employees

SUBJECT: Policy governing requests for reconsideration only for employees who are members of the Management Personnel Plan (MPP) as defined in Title 5, Section 42720 of the California Code of Regulations.

OBJECTIVE: It is the policy of the California State University to encourage discussion and resolution of employee complaints. MPP employees may request reconsideration of personnel decisions that are adverse to the employee, including, but not limited to, those related to retention, evaluation, promotion, demotion, assignment, reassignment and/or hours of work.

AUTHORITY: Executive Order 1106 – Reconsideration Procedures for California State University Management Personnel Plan (MPP).

Sections 42700, 42720 and 42728 of Title 5 of the California Code of Regulations.

POLICY: GENERAL PROVISIONS

- a) This procedure provides for variable levels of review depending on the administrative level of the employee.
- b) If at any time during this procedure, it is determined that (a) the employee is not entitled to use this procedure, or (b) the matter is outside the scope of this procedure, the employee shall be so informed in writing and the proceedings shall be terminated immediately.
- c) Failure of an employee to comply with the time limits of this procedure shall render the employee's request for reconsideration null and void and bar any subsequent consideration of the employee's request. Failure of the appropriate administrator to timely respond under this procedure shall permit the employee to submit a request for reconsideration at the next level. Time limits set forth in this procedure may be extended by mutual agreement.
- d) All requests for reconsideration and all proceedings, pursuant to this procedure, shall be confidential.
- e) An employee may withdraw, in writing, a request for reconsideration at any time. The employee shall not file any subsequent request for reconsideration on the same matter.

LEVELS OF REVIEW:

This procedure provides for two stages of review. The initial review consists of a meeting between the employee and the employee's immediate supervisor. An employee may initiate a request for reconsideration by requesting, in writing, a meeting with their immediate supervisor. Such a request must be made within 14 workdays of the personnel action giving rise to the request. In cases involving non-retention or demotion, the employee may initiate the reconsideration request with the campus Human Resources (HR) department rather than the employee's immediate supervisor. The immediate supervisor (or HR representative) shall meet with the employee to discuss the matter within 14 workdays of the receipt of the written request for the meeting. At the request of the reviewing supervisor, the campus Human Resource Officer may be present at the meeting with the employee at each level of review. In the absence of the Human Resources Officer, the President may designate an appropriate administrator to be present at each level of review. The supervisor shall provide a written statement of resolution to the employee within 10 workdays from the date of the meeting.

In the event the matter is not resolved at this initial level of review, the employee can appeal the decision to the President or the President's designee, in writing by describing the nature of the reconsideration request and the results of the initial meeting. The President or the President's designee shall meet with the employee to discuss the request. The President or the President's designee shall render a decision in writing to the employee and that decision shall be final. Time deadlines at this level are identical to the first level.

RESPONSIBILITIES:

The Human Resources Officer will distribute copies of this policy and procedure to all MPP employees and act as coordinator and resource in requests for reconsideration.

Approved:



President

10-1-17

Date