

Responsible Official (Title):	Associate Vice President, Human Resources
Responsible Office:	Human Resources
Responsible Division:	Division of Administrative Services

Procedure Governing Requests for Reconsideration from Management Personnel Plan (MPP) Employees

1. Policy Statement

The following procedure shall be utilized by an employee of California State University, Fresno who is a member of the Management Personnel Plan (MPP) at the California State University (CSU) who requests reconsideration of personnel decisions that are adverse to the employee, including those relating to retention, evaluation, promotion, demotion, assignment, reassignment and/or hours of work. It is the policy of California State University, Fresno to encourage discussion, seek resolution, and provide fair and orderly consideration of such requests.

2. Authority

Executive Order 1106 and Title 5 of the California Code of Regulations (CCR), Section 42728.

3. Scope/Applicability

This procedure is to be initiated only if and when informal efforts on the part of the MPP employee have been unsuccessful in resolving the problem, which gave rise to the employee's concerns.

4. Exclusions – None.

5. Supersedes – N/A.

6. Policy Procedures

This procedure provides for two levels of review.

- 6.1. **First Level:** Within thirty (30) calendar days of the decision giving rise to the employee's concern, the employee shall make a written request to his/her immediate supervisor that the decision be reconsidered. In cases involving non-retention or demotion, the employee may initiate the reconsideration request with the Human Resources (HR) department rather than the employee's immediate supervisor. No later than fifteen (15) calendar days following receipt of the request, the supervisor (or HR representative) and employee shall meet to discuss the request. The supervisor (or HR representative) shall provide the employee with a (timely) written response to the request (no later than 15 calendar days after the meeting). The supervisor (or HR representative) shall send a copy of the request and response to the President.

- 6.2. Second Level: If the matter is not resolved after the first level, within fifteen (15) calendar days after receiving the first level response, the employee may request that the decision be reconsidered at the second level of review. Such a request shall be made in writing to the President and must describe the nature of the request and the reason for disagreement with the first level decision. The President or his/her designee shall meet with the employee to discuss the request. The President or his/her designee shall make a final decision concerning the employee's request no later than thirty (30) calendar days after meeting with the employee. The decision of the President or his/her designee shall be final and binding.

7. Related Policies, Procedures, Information, Forms

- 8.1. Executive Order 1106
8.2. Title 5 of the California Code of Regulations (CCR), Section 42728.

8. Contact Information

If you have any questions, please contact the Human Resources at 559.278.2032.

9. Key Search Words

Reconsideration, nob-retention, demotion, and reassignment

10. History/Revision Dates

Approved: April 2002
Revised: August 31, 2018

11. Next Evaluation Date or Sunset Date:

August 31, 2021 or as necessary.

12. Consultative Review by the Academic Senate: Yes No

Purpose: This policy was revised to be in compliance with CSU Executive Order 1106.