

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
RECONSIDERATION PROCEDURE FOR MPP AND OTHER NOT
REPRESENTED EMPLOYEES

The following procedure shall be utilized by an employee of California State University Channel Islands who is a member of the Public Employees' Retirement System and who is not represented by an exclusive representative under the Higher Education Employer-Employee Relations Act who requests reconsideration of personnel actions concerning promotion, retention, evaluation, assignment, reassignment, and hours of work. It is the policy of California State University Channel Islands to encourage and seek resolution of such requests. This procedure provides for two stages of review, except for individuals reporting directly to the President.

The first stage of review shall be initiated within 30 calendar days of the decision giving rise to the request by a written request from the employee to his/her immediate supervisor seeking to arrange an appointment. The supervisor and employee shall meet to discuss the matter within 21 calendar days. The supervisor shall issue their decision within 7 calendar days after the first-level review meeting. Any written responses shall be copied to the appropriate division executive.

Should the matter remain unresolved, the employee may, within 15 calendar days after the first meeting, request reconsideration at a second stage of review by the President's designee. Such a request shall be made in writing and describe the nature of the reconsideration request and the results of the first-stage meeting. The President's designee and the employee shall meet to discuss the request within 21 calendar days. The President's designee shall consult with the appropriate division executive prior to reaching a final decision. The decision of the President's designee shall be final and binding and shall be provided to the employee in writing with a copy to the supervisor and division executive within 14 calendar days after the second-level review meeting.

In the event the request for reconsideration involves the interpretation of systemwide policy or involves matters of systemwide concern, the President or designee may seek advice and consult with appropriate Chancellor's Office staff.