Introduction

The following reconsideration procedures for CSU Chico MPP employees are pursuant to Executive Order 1106 (supersedes Executive Order 923) of the California State University and section 42728 of Title 5 of the California Code of Regulations (CCR). These reconsideration procedures apply only to Management Personnel Plan (MPP) employees as defined in Title 5, Section 4270 of the CCR, and supersedes any previous procedures or policies concerning reconsideration procedures for MPP employees.

It is the policy of California State University, Chico 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 relating to retention, evaluation, promotion, demotion, assignment, reassignment, and/or hours of work.

Reconsideration Procedures

Reconsideration shall provide two stages of review, except for individuals reporting directly to the President. Employees who report directly to the President may submit a request for reconsideration directly to the President.

Stage 1 of Review (Reconsideration)

An employee who seeks reconsideration shall notify their immediate supervisor in writing with a copy to the appropriate vice president of the request for reconsideration within twenty (20) days* following the event giving rise to the request. In cases involving non-retention or demotion, the employee may initiate the reconsideration request with the campus Staff Human Resources Services Center rather than the employee’s immediate supervisor. The notification shall include:

- A description of the events giving rise to the request
- Any applicable documentation
- The reasons for the request
- A proposed remedy
- A request to meet with the immediate supervisor (or a Staff Human Resources representative, when appropriate), if employee wishes to meet in addition to the submission of the written materials.

If the employee submits a request to meet, the immediate supervisor (or Staff Human Resources representative) shall schedule a meeting to occur within fifteen (15) days*. The immediate supervisor (or Staff Human Resources representative) shall respond in writing within fifteen (15) days* following either the meeting with the employee or the receipt of the written request for reconsideration. A copy of the response will be provided to the Human Resources Services Center.

Stage 2 of Review (Appeal of Decision)

If the matter is not resolved to the employee’s satisfaction, the employee may choose to submit a written appeal to the Human Resources Services Center within fifteen (15) days* of receipt of the Stage 1 written response. The appeal must be in writing and shall include:

- The reason for the appeal
- A copy of all materials submitted at the Stage 1 review
Reconsideration Procedures (continued)

- A copy of the immediate supervisor's (or Staff Human Resources representative's) Stage 1 response
- A request to meet, if employee wishes to meet in addition to the submission of the written materials.

If the employee submits a request to meet, the President or designee shall schedule a meeting to occur within fifteen (15) days*. The President or designee shall provide a decision in writing no later than fifteen (15) days* following either the Stage 2 meeting or the receipt of the written request for appeal of decision. A copy of the decision will be provided to the immediate supervisor and the Human Resources Services Center.

The decision of the President or designee shall be final.

*The term "day" as used in this procedure refers to a calendar day. The time in which an act provided in these procedures is to be done is computed by excluding the first day and including the last, unless the last day is a holiday or other day on which the University is not regularly open for business, in which case it is also excluded. Timelines may be extended by written mutual agreement between the parties.

Links

- Executive Order 1106:  http://www.calstate.edu/eo/EO-1106.pdf
- Due Process Rights for CSU, Chico Employees designated as "Confidential":
  https://www.csuchico.edu/hr/_docs/HRCS-DueProcessRightsConfidential.pdf