

MANAGEMENT PERSONNEL PLAN – REQUESTS FOR RECONSIDERATION PROCEDURE

POLICY

Implementation Date: February 19, 2019

Definition

The following procedure shall be utilized by an employee of California State University San Marcos (CSUSM) 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 CSUSM to encourage discussion and seek resolution of such requests.

Authority

In accordance with Executive Order 1106 (effective March 16, 2017): Reconsideration Procedures for Management Personnel Plan (MPP) Employees, issued pursuant to Section 42728 of Title 5 of the California Code of Regulations (CCR).

Scope

The reconsideration procedures prescribed herein apply only to those CSUSM employees who are members of the Management Personnel Plan (MPP) as defined in Title 5, Section 42720 of the CCR.

DocuSigned by:
Karen S. Haynes
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Karen S. Haynes, President

2/20/2019

Approval Date

Revised: 2/19/19
Revised: June 2017
Implemented initially: 2007

**MANAGEMENT PERSONNEL PLAN – REQUESTS FOR
RECONSIDERATION PROCEDURE****PROCEDURE**

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I. Overview:

The following procedure shall be utilized by an employee of California State University San Marcos (CSUSM) 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 CSUSM to encourage discussion and seek resolution of such requests.

II. Review Process:

This procedure provides for two stages of review, except for individuals reporting directly to the President.

A. Initial Review:

1. The initial review consists of a meeting between the employee and the employee's immediate supervisor.
 - a) 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.
 - b) The immediate supervisor (or HR representative) and employee shall meet to discuss the matter.
2. The request for reconsideration must be initiated within thirty (30) calendar days of the decision giving rise to the request by a written request from the employee to the employee's supervisor seeking to arrange an appointment.
3. Meetings and communications (including written responses) to the employee seeking reconsideration of a personnel action must be completed in a timely manner.

B. Second Level Review:

1. If the matter is not resolved at the initial meeting, the employee may notify the President (or designee) in writing, describing the nature of the reconsideration request and the results of the initial meeting, within fifteen (15) calendar days.
2. The President (or designee) shall meet with the employee to discuss the request. Following this meeting, the President (or designee) shall make a final decision concerning the request.