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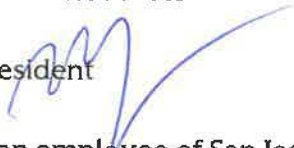
August 1, 2017

Subject: Reconsideration Request Procedures for Non-Represented
Employees

References: Title 5, §42728

Executive Order 1106

Responsible Unit: Office of Human Resources

Approved By: Mary A. Papazian, President 

This procedure shall be utilized by an employee of San José State University who is a member of the Public Employees' Retirement System or the State Teachers' 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, re-assignment, and hours of work. It is the policy of San José State University to encourage discussion 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 may be initiated via a written request by the employee to the employee's Vice President, asking for reconsideration of the relevant personnel action. This request shall be initiated within 30 calendar days of the decision which gave rise to the request. At the discretion of the employee, the Vice President and the employee shall meet to discuss the matter. The employee may instead submit written documentation for the Vice President to consider. The Vice President will respond to the employee within seven (7) calendar days of either the meeting or of receipt of the employee's written documentation.

Should the matter remain unresolved, the employee may, within 15 calendar days of receiving the response by the Vice President, request reconsideration at a second stage of review by the President or designee. Such request may be made in writing and describe the nature of the reconsideration requested and the results of the first stage decision. The President (or designee) and the employee shall meet to discuss the matter. As in the first level review,, the employee may submit written documentation for the President (or designee) to consider. The President (or designee) will respond to the employee within seven (7) calendar days of either the meeting or of receipt of the employee's written documentation. The decision of the President (or designee) shall be final.