

The California State University:
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San Bernardino
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San Luis Obispo
San Marcos
Sonoma
Stanislaus

December 6, 2019

Subject: Reconsideration Request Procedures for
Non-Represented Employees

References: Title 5, §42728
Executive Order 1106

Responsible Unit: University Personnel

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 Management Personnel Plan (MPP) who requests reconsideration of personnel decisions that are adverse to the employee, including those relating to promotion, demotion, retention, evaluation, assignment, re-assignment, and/or 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. 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 that gave rise to the request. At the discretion of the employee, the Vice President and the employee shall meet to discuss the matter. If the employee chooses not to meet with the Vice President, the employee may instead submit written documentation for the Vice President to consider. The Vice President shall 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 instead 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.

For employees reporting directly to the President, the first stage of review will be with the President; the second stage of review will be with the CSU Vice Chancellor for Human Resources.