

**Procedure Governing Requests for Reconsideration
From Management Personnel Plan (MPP) Employees**

The following procedure shall be utilized by an employee of the California State University Maritime Academy (Cal Maritime) 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 Cal Maritime to encourage discussion and seek resolution of such requests.

This procedure provides for two stages of review. The initial review consists of a meeting between the employee and the employee's immediate supervisor. **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.** The immediate supervisor (or HR representative) and employee shall meet to discuss the matter.

Meetings and communications (including written responses) to the employee seeking reconsideration of a personnel action must be completed in a timely manner. The request for reconsideration must be initiated within fourteen (14) calendar days of the decision giving rise to the request by a written request from the employee to the AVP of Human Resources, Diversity & Inclusion, and Administration and/or Vice President of the employee seeking to arrange an appointment.

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. The employee's notification to the President or designee must be made within seven (7) calendar days after receipt of the written response from the initial meeting. 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.