



**HUMAN  
RESOURCES**

EMPLOYEE RELATIONS

## **Reconsideration Procedures for Management Personnel Plan (MPP) Employees**

### **PURPOSE:**

To establish a procedure which provides California State University, Northridge MPP employees with a process for the consideration and orderly disposition of issues pursuant to Executive Order 1106.

### **APPLICABILITY:**

The following procedures are pursuant to Section 42728 of Title 5 of the California Code of Regulations. The reconsideration procedures apply only to those California State University employees who are members of the Management Personnel Plan (MPP) as defined in Title 5, Section 42720 of the California Code of Regulations.

### **REFERENCES:**

- Executive Order 1106 - Reconsideration Procedures for California State University MPP Employees.
- Section 42720 of Title 5 of the California Code of Regulations.
- Section 42728 of Title 5 of the California Code of Regulations.

### **GENERAL PROVISIONS:**

The following procedure shall be utilized by an MPP employee of California State University, Northridge 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.

This procedure contains two levels of review, except for individuals reporting directly to the President. Employees reporting directly to the President shall have one level of review with the President or her designee, the Associate Vice President of Human Resources.

If at any time during this procedure it is determined that, (a) the employee is not entitled to use this procedure, or (b) the matter at issue is outside the scope of this procedure, the employee shall be so informed in writing and the proceedings shall be terminated.

Failure of an employee to comply with the time limits of this procedure shall render the employee's request for reconsideration null and void and bar any subsequent consideration of the employee's request. Failure by the immediate supervisor to timely respond under this procedure shall permit the employee to submit a request for reconsideration at the next level. Time limits set forth in this procedure may be extended by mutual agreement. In computing any period of time from a specific event, the day upon which such event occurred shall be excluded and the last day upon which any action is required to be taken shall be included. If the last day for any action required by this

procedure falls on a Saturday, Sunday, or University holiday, the time limit shall be extended to the next regular University workday.

California State University, Northridge will not take any reprisals against an employee because of the employee's utilization of this procedure. Complaints regarding allegation of reprisals should be submitted to the President.

An employee may withdraw, in writing, a request for reconsideration at any time. The employee shall not file any subsequent request for reconsideration on the same matter.

#### **LEVELS OF REVIEW:**

##### **First Level of Review:**

The first stage of review shall be initiated within 30 calendar days of the personnel action giving rise to the request by a written request from the employee to his/her immediate supervisor seeking to arrange an appointment. The immediate supervisor shall meet with the employee to discuss the matter within 30 days of the receipt of the written request for the meeting.

In cases involving non-retention or demotion, the employee may initiate the reconsideration request with the campus Human Resources designee rather than the employee's immediate supervisor. The immediate supervisor or the Human Resources designee and employee shall meet to discuss the matter.

##### **Second Level of Review:**

Should the matter remain unresolved, the employee may, within 15 calendar days after the first level meeting, request a second level of review for reconsideration by the President or her designee. Such a request shall be in writing and describe the nature of the reconsideration request and the results of the first level meeting. The President or her designee and the employee shall meet to discuss the request. Within 20 days of the second level reconsideration, the President or her designee shall render a decision in writing to the employee. The decision of the President or her designee shall be final.