



CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: Reconsideration Procedures for Management Personnel Plan and Confidential Employees	
Department: Administration & Finance	Reference No.:
Division: Administration & Finance	Issue Date: October 1984
References: CSU Executive Order 923	Revision Date: July 2008
Web Links: CSU Executive Order 923	Expiration Date: NA

In accordance with Executive Order 923: Reconsideration Procedures for California State University Employees Not Represented by an Exclusive Representative issued pursuant to Sections 42728 and 43775 of Title 5 of the California Code of Regulations, the Chancellor's Office establishes this internal procedure to provide its employees with a process for the consideration and orderly management of requests for reconsideration.

This procedure applies to employees who request reconsideration of personnel actions exclusively concerning promotion, reassignment, and retention. It is the policy of California State University, Long Beach 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.

Reviews

- **First Level**
An employee must notify the immediate appropriate administrator of the complaint, request or allegation by asking, in writing, for an appointment within 30 days of the decision or personnel action giving rise to the request. The immediate appropriate administrator shall meet with the employee to discuss the matter within 14 days of the receipt of the written request for the meeting. The immediate appropriate administrator shall document the results of this meeting within 14 days of the meeting with the employee, and provide a copy of such documentation to the employee and the appropriate division executive.
- **Second Level**
Should the matter remain unresolved at the first level, the employee may request in writing, reconsideration with the President or his/her designee. Such a request for reconsideration must be received by the President or his/her designee within 10 days of the employee's receipt of the first level recommendation. This written request shall specify relevant dates, times, places, persons and other facts necessary for a clear understanding of the matter in question and shall include the results of the first level meeting. The President or his/her designee and the employee shall meet to discuss the request within 10 days of receipt of the second level request for reconsideration. Within 20 days after the level 2 meeting, the President or his/her designee may render a written decision to the employee. Failure to render a decision within such 20 days shall be deemed a denial of the request.

FORMS: