

PM 2023–01 [Supersedes PM 2007-01]

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March 8, 2023

**RECONSIDERATION PROCEDURES FOR
CSUDH MANAGEMENT PERSONNEL PLAN (MPP) EMPLOYEES**

Executive Order No. 1106 is issued pursuant to Section 42728 of Title 5 of the California Code of Regulations (CCR). The reconsideration procedures prescribed herein apply only to California State University, Dominguez Hills employees who are members of the Management Personnel Plan (MPP) as defined in Title 5, Section 42720 of the CCR. The procedures provide MPP employees with a process for the consideration and orderly disposition of requests for reconsideration.

OBJECTIVE

The following procedures shall be utilized by an employee of California State University, Dominguez Hills who is a member of the Management Personnel Plan (MPP) who requests reconsideration of adverse personnel decisions, including those relating to retention, evaluation, promotion, demotion, assignment, reassignment and/or hours of work. It is the policy of California State University, Dominguez Hills to encourage discussion and seek resolution of such requests.

DEFINITIONS

Immediate Supervisor – A Higher Education Employer-Employee Relations Act (HEERA) supervisor or manager to whom the employee is normally accountable who serves as first level reviewing office

President – President of the University or their designee

Days – Shall mean calendar days, except as provided in Section 1.5 below

1.0 GUIDELINES

This procedure provides two levels of review, except for persons reporting directly to the President. Employees reporting directly to the President will have only one level of review, and the decision of the President concerning requests for reconsideration shall be final.

- 1.1 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 complained of is outside of the scope of this procedure, the employee shall be informed in writing and the proceedings shall be terminated.


- 1.2 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 reconsideration of the employee's request.
- 1.3 Failure by the immediate supervisor to timely respond under this procedure shall permit the employee to submit a request for reconsideration at the second level, if applicable.
- 1.4 Time limits set forth in this procedure may be extended by mutual agreement.
- 1.5 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. When 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 university workday.
- 1.6 All requests for reconsideration and all proceedings pursuant to this procedure shall be confidential.
- 1.7 California State University, Dominguez Hills 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.
- 1.8 An employee may, in writing, withdraw a request for reconsideration at any time. Thereafter, the employee may not file any subsequent request for reconsideration on the same matter.

2.0 LEVELS OF REVIEW

There shall be two levels of review, except as provided in Section 1.0.

- 2.1. First Level Review. An employee may initiate a request for reconsideration by asking in writing for a meeting with the employee's immediate supervisor. In cases involving non-retention or demotion, the employee may initiate the request for reconsideration and meet with the Associate Vice President of Human Resources or HR designee rather than the employee's immediate supervisor.
 - 2.1.1. Such a request must be made within thirty (30) days of the decision or personnel action giving rise to the request.
 - 2.1.2 A meeting to discuss the matter shall take place within fourteen (14) days of receipt of the written request for the meeting.

- 2.1.3 The First Level Reviewing Officer will render a written decision within fourteen (14) days of the meeting.
- 2.2 Second Level Review. In the event the matter is not resolved by the decision at the first level, the employee may request in writing a second level meeting and review with the President or designee.
 - 2.2.1 Such a request must be made within ten (10) days after receiving the level one decision.
 - 2.2.2 Said request must state the nature of the reconsideration request and the results of the first meeting.
 - 2.2.3 A meeting to discuss the matter shall take place within fourteen (14) days of receipt of the written request for the meeting.
 - 2.2.4 In the event the request for reconsideration involves the interpretation of systemwide policy or involves matters of systemwide concern, the President or designee is encouraged to seek advice and consult with appropriate Chancellor's Office staff.
 - 2.2.5 The decision shall be rendered in writing within twenty-one (21) days of the meeting. The decision of the President shall be final.

Approved:  _____ Date: 3/8/2023

Thomas A. Parham, Ph.D.
President