



Procedure Governing Review Requests From Confidential (C99) Employees

The following procedure shall be utilized by an employee of California State University, Bakersfield who is a member of the Confidential Classification (C99) at the California State University (CSU) who requests a review of personnel decisions that are adverse to the employee, including those relating to informal discipline (i.e. counseling memorandum, letter of reprimand) and/or the assignment of duties outside of the employee's current classification. It is the policy of California State University, Bakersfield to encourage discussion and seek resolution of such requests. (Personnel decisions related to formal discipline – demotion, suspension and dismissal – are subject to the California Education Code and not included in this review process.)

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

Meetings and communications (including written responses) to the employee seeking an appeal of a personnel action must be completed in a timely manner.

The employee's written request to the employee's supervisor, seeking to arrange an appointment for a review, must be initiated within 30 calendar days of the decision giving rise to the request.

If the matter is not resolved at the initial meeting, the employee shall notify the next highest level of MPP* within the same department, in writing, describing the nature of the requested review and the results of the initial meeting no later than 20 calendar days. The MPP shall meet with the employee to discuss the request. Following this meeting, the MPP shall make a final decision concerning the request.

*In the event the next highest level of MPP is the President or the Chancellor, the President or the Chancellor may designate a high level MPP, other than the immediate supervising MPP, to hear the second stage of review.