


<p>CAMPUS POLICY</p>  <p>UNIVERSITY OF COLORADO at COLORADO SPRINGS</p>	POLICY NUMBER: 300-002	PAGE NUMBER: 1 of 2
	CHAPTER: Human Resources	
	SUBJECT: Appeals Procedure for Campus Professional Exempt	
	EFFECTIVE DATE: January 18, 2005	
OPR: Human Resources VC: VCAF	SUPERSESSSION: December 11, 2002, January 8, 1997 Aproved by Pamela Shockley-Zalabak, Chancellor, on January 18, 2005	

I. POLICY:

- A. The University recognizes that in any employee group, personnel problems will occasionally arise. It is usually in the best interest of both the University and the employee to resolve such problems as soon as possible at the lowest possible administrative level. In order that employees may be assured fairness in the consideration of such problems(s), a process of appeal, without prejudice, to higher levels of authority is hereby established. Employee problems or concerns regarding University rules or regulations, working conditions, personnel practices, salary inequities, and the application of personnel policies should be addressed in the following manner

II. AUTHORITY FOR CAMPUS POLICIES:

III. PURPOSE:

- A. Identification of Covered Employees:

This procedure covers all staff at the University of Colorado at Colorado Springs (UCCS) who are exempt from the Colorado State Personnel System and who are not faculty.

IV. DEFINITIONS:

V. PROCEDURE:

- A. Discussion between the Parties

The employee should first attempt to resolve the difficulty informally by discussing it with the employee's immediate supervisor. It is anticipated that satisfactory resolution can usually be achieved at that level.

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B. Written Description of the Problem

If the problem is not resolved informally, a written description of the problem should be submitted to the employee's immediate supervisor. It should include:

- an explanation of the problem
- a listing of all facts related to it
- summary of any action or attempted resolution undertaken by the employee
- a description of the desired resolution

The written description of the problem must be presented to the immediate supervisor, with a copy to the Director of Affirmative Action (DAA), **within sixty (60) days** of the occurrence of the problem. The supervisor will respond in writing to the employee, with a copy of the DAA, **within ten (10) working days**.

1. Third-Party Conference

If the problem is not resolved, the employee may submit **within ten (10) working days** a written request to the DAA for a third-party conference. The DAA shall conduct **within five (5) working days** a conference with the parties to discuss the problem and consider possible solutions. **Within five (5) working days** of this conference, the DAA shall provide to both parties a written summary of the conference and suggested resolutions.

2. Chancellor or Designee Intervention

If the problem is not resolved, the employee may submit **within ten (10) working days** a written request, with copies to the supervisor and the DAA, for intervention of the Chancellor. The Chancellor or the Chancellor's Designee, may **within ten (10) working days** after receipt of the request:

- Review the written materials and issue a written decision to the parties, with a copy to the DAA, or
- In a timely manner, schedule a meeting among the parties and himself/herself to resolve the problem.

If both parties agree, these timelines may be extended.

VI. RESPONSIBILITY:

VII. HISTORY:

VIII. ATTACHMENTS: