



University of Colorado
Colorado Springs

UCCS CAMPUS POLICY

Policy Title: Appeals Procedure for University Staff

Policy Number: 300-002

Policy Functional Area: HUMAN RESOURCES

Effective: December 1, 2016

Approved by: Pam Shockley-Zalabak, Chancellor

Responsible Vice Chancellor: Vice Chancellor of Administration and Finance

Office of Primary Responsibility: Human Resources

Policy Primary Contact: Human Resources, 719-255-3372

Supersedes: January 8, 1997; December 11, 2002; January 18, 2005; April 19, 2013

Last Reviewed/Updated: February 5, 2016

Applies to: Staff (exempt from Colorado State Personnel System and who are not faculty)

Reason for Policy: This policy provides guidelines for university staff, exempt from the Colorado State Personnel System and who are not faculty, to file an appeal.

I. INTRODUCTION

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. POLICY STATEMENT

A. Identification of Covered Employees:

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

B. Procedures:

1. 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.

2. 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:

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

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

i. Third-Party Conference

If the problem is not resolved, the employee may submit **within ten (10) working days** a written request to the Human Resources Director 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 Human Resources Director shall provide to both parties a written summary of the conference and suggested resolutions.

ii. 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 Human Resources Director, for intervention of the Chancellor. The Chancellor or the Chancellor's Designee, may **within ten (10) working days** after receipt of the request:

- a) Review the written materials and issue a written decision to the parties, with a copy to the Human Resources Director, or
- b) 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.

III. KEY WORDS

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
The Laws of the Regents, 2007, Article 3 Section B.5(A)
- B. Procedures
- C. Forms
- D. Guidelines
- E. Other Resources (i.e. training, secondary contact information)
- F. Frequently Asked Questions (FAQs)

V. HISTORY

Initial policy approval	January 8, 1997
Revised	December 11, 2002
Revised	January 18, 2005
Revised	April 19, 2013