

with their immediate supervisor, when feasible and appropriate for the issue involved, within 5 business days of the action that

- c. The remedy or resolution sought by the employee as an outcome, i.e. withdrawal of warning, reducing the level of the warning, etc.
2. Upon receipt of the [Formal Appeal](#), the Human Resources Department will make the final determination as to whether an employment action is appealable under this policy.
 - a. Appealable employment actions include but are not limited to termination; suspension; corrective action; misapplication or violation of University policy; and retaliation claims.
 - b. The following employment actions may not be appealed under this policy: layoff or restructuring; salary; or performance evaluation rating, unless related to a retaliation claim.
3. Allegations of sexual harassment must be addressed through the Sexual Harassment and Interpersonal Violence Policy and Complaint Resolution Process. This staff Review and Appeal of Employment Action Policy may not be used in conjunction with, to replace, or to appeal the Sexual Harassment and Interpersonal Violence Policy process.
4. Allegations of discrimination must be addressed through the Non-Discrimination, Non-Harassment and Bias-Related Incident Policy. This staff Review and Appeal of Employment Action Policy may not be used in conjunction with, to replace, or to appeal the Non-Discrimination, Non-Harassment and Bias-Related Incident process.
5. Separate University policies and procedures address performance evaluations; layoffs and restructurings; Ethics Point complaints; and other personnel actions. The staff Review and Appeal of Employment Action Policy may not be used in conjunction with, to replace, or appeal other Human Resources or University processes.
6. [Formal Appeals](#) may not be anonymous and may not be filed by a third person on behalf of another employee.

D. [Formal Appeal File Compilation](#)

1. Human Resources or an appropriate designated office by Human Resources will compile a file containing all information concerning the employment action including any new and relevant information provided by the employee, supervisors and other relevant parties, as appropriate. Documentation may include, but is not necessarily limited to:
 - a. Documentation related to the decision under review (i.e., memos, emails, warnings, performance reviews, etc.) as

determined to be relevant in the discretion of Human Resources.

- b. Oral responses from managers.
- c. Written responses from managers.
- d. Related policies.

2. Human Resources may meet with the employee who is the subject of the [Formal Appeal](#).

b. To

- C. Sexual Harassment and Interpersonal Violence Policy and Complaint Resolution Process
- D. Corrective Action Policy
- E. Bias Reporting System
- F. Ethics Point