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6.4 Staff Appeals

Saint Mary's College of California

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6.4 Staff Appeals

Subject to the qualifications below, the Employee Appeal process is the final stage of appeal for active staff employees regarding work-related matters. This process is not available for employees whose employment has been involuntarily terminated for any reason, or for employees who have voluntarily terminated employment at the College.

Section 6 – Communication & Problem Solving

NOTE: This process is not available for appealing findings or sanctions resulting from investigations of complaints of violations of the College’s Non-Discrimination Policy, Including Sexual Harassment and Retaliation or for appealing findings or sanctions resulting from investigations under the College’s Whistleblower policy. The outcomes of these investigations are final and cannot be appealed.

Within 45 calendar days of the conclusion of the Conflict Review and Problem Solving described above, the active employee may submit a written appeal to the Assistant Vice President of Human Resources or designee. The appeal should describe in detail the employee’s concerns and issues.

In considering the appeal, the Assistant Vice President of Human Resources or her/his designee will discuss the appeal with the staff employee, meet separately with others who either are identified in the appeal and/or who may have knowledge of the facts around this issue, review applicable documents, involve others as appropriate including, but not limited to, the head of the department, the Vice President, President, Provost, Vice Provost. The decisions regarding whom to include in the appeal process rest solely with the Assistant Vice President of Human Resources or designee. Human Resources will endeavor to keep matters confidential, recognizing, however, that in the course of looking into the matter, some dissemination of information to others is generally necessary.

Once the Human Resources review has concluded, the Assistant Vice President of Human Resources or designee will communicate her/his decision in writing to the employee and, as appropriate, with others on a business “need to know” basis. The decision of the Assistant Vice President of Human Resources or designee is final.