

Appeal Instructions

If a classified employee is on probation and, during the probationary period is rejected, the employee may appeal by filing a written request for a hearing with the Director of Human Resources within five (5) working days of receiving notice of the rejection. The written request for an appeal hearing shall state the issues of fact and law that the employee believes would warrant a rescission of the rejection, limited to allegations that the rejection was:

1. procedurally defective and the procedural defect was material;
2. illegal; or
3. unconstitutional.

The President (or designee) may review the record and/or confer with the employee.

President's determination (based upon the President's review or upon the recommendation of the President's designee) may be to:

1. uphold the rejection; or
2. rescind or modify the action taken.

The President shall issue a written decision to the appealing employee. The decision of the President is the final administrative decision.