

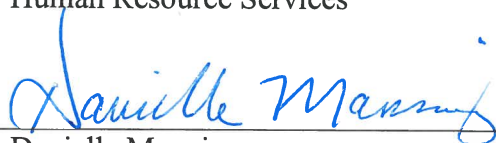
**Office of the Vice President for Administrative Affairs**

**Date:** March 28, 2017

**cc:** Cabinet  
Jonna J. Lewis  
(all w/ attachments)

**To:** Sharon L. Reiter  
Associate Vice President for  
Human Resource Services

**From:**



Danielle Manning  
Vice President and Chief Financial Officer  
for Administration, Finance and Strategic Development

**Subject:** Sub-Delegation of Authority – EXECUTIVE ORDER NO. 1106  
Reconsideration Procedures for Management Personnel Plan (MPP) Employees

Pursuant to Executive Order No. 1106, I am sub-delegating to the Associate Vice President for Human Resource Services, the authority to implement and exercise the provisions of said Executive Order pertaining to general international and domestic travel for staff and student. You may sub-delegate this authority as you deem appropriate.

(w/attachments)

  
**THE CALIFORNIA STATE UNIVERSITY**  
OFFICE OF THE CHANCELLOR

BAKERSFIELD

March 16, 2017

CHANNEL ISLANDS

CHICO

**MEMORANDUM**

DOMINGUEZ HILLS

**TO:** CSU Presidents

EAST BAY

**FROM:** Timothy P. White  
Chancellor

FRESNO

FULLERTON

**SUBJECT:** Reconsideration Procedures for Management Personnel Plan (MPP)  
Employees — Executive Order 1106

HUMBOLDT

LONG BEACH

Attached is a copy of Executive Order 1106 which supersedes Executive Order 923 and updates MPP reconsideration procedure guidelines and clarify that the policy applies to MPP employees only.

LOS ANGELES

MARITIME ACADEMY

In accordance with policy of the California State University, the campus president has responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

MONTEREY BAY

NORTHRIDGE

If you have questions regarding this executive order, please contact Equal Opportunity/Whistleblower Compliance at [EO-TitleIX-Compliance@calstate.edu](mailto:EO-TitleIX-Compliance@calstate.edu) or (562) 951-4400.

POMONA

SACRAMENTO

SAN BERNARDINO

TPW/LH/tl

SAN DIEGO

Attachment

SAN FRANCISCO

c: CSU Office of the Chancellor Leadership  
Provosts/Vice Presidents, Academic Affairs  
Vice Presidents, Student Affairs  
Vice Presidents, Business and Administration  
Associate Vice Presidents, Academic and Faculty Affairs  
Human Resources Officers

SAN JOSÉ

SAN LUIS OBISPO

SAN MARCOS

SONOMA

STANISLAUS

**THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
401 Golden Shore  
Long Beach, California 90802-4210  
(562) 951-4400**

**Executive Order:** 1106  
**Effective Date:** March 16, 2017  
**Supersedes:** Executive Order 923  
**Title:** Reconsideration Procedures for Management Personnel Plan (MPP)  
Employees

This executive order is issued pursuant to Section 42728 of Title 5 of the California Code of Regulations (CCR). The reconsideration procedures prescribed herein apply only to those California State University employees who are members of the Management Personnel Plan (MPP) as defined in Title 5, Section 42720 of the CCR.

This executive order supersedes Executive Order 923 except that any prior proceeding commenced but not concluded by the effective date of this executive order may continue under Executive Order 923.

It is the policy of the California State University to encourage discussion and resolution of employee complaints. MPP employees may request reconsideration of personnel decisions that are adverse to the employee, including, but not limited to, those relating to retention, evaluation, promotion, demotion, assignment, and/or reassignment.

This executive order prescribes guidelines for development of reconsideration procedures. Presidents shall revise and republish reconsideration procedures to conform to these guidelines.

Each campus procedure shall contain at least two stages of review and shall specify that all meetings and responses shall be provided in a timely fashion. Additional stages of review may, at the discretion of the President, be included in the campus procedure. An employee may initiate a request for reconsideration by asking in writing for a meeting with the employee's immediate supervisor. In cases involving non-retention or demotion, the employee may meet with the designated campus or Chancellor's Office Human Resources (HR) department representative for Chancellor's Office employees rather than the employee's immediate supervisor. The supervisor or designated HR representative shall meet with the employee to discuss the reconsideration request. If the matter is not resolved at the meeting, the employee may notify the President or designee in writing describing the nature of the reconsideration request and the results of the first meeting. The President or designee shall meet with the employee to discuss the request. Following the meeting, the President or designee shall make a final decision concerning the request.

In the event the request for reconsideration involves the interpretation of systemwide policy or involves matters of systemwide concern, the President or designee is encouraged to seek advice and consult with appropriate Chancellor's Office staff.

Attachment A of this executive order is an example of how the minimum guidelines established herein might be articulated in a campus procedure.

Prior to implementing any new or revised reconsideration procedures, campuses shall forward the proposed procedures to the Office of General Counsel for legal review and approval. To the extent that they are consistent with the requirements under Executive Order 1106, existing campus procedures previously approved under Executive Order 923 must still be submitted for legal review and approval by the Office of General Counsel. A copy of the approved procedures shall be forwarded to the Vice Chancellor of Human Resources in the Chancellor's Office.

The term "President" and "campus" as used in this executive order shall mean "Chancellor or designee" and "Office of Chancellor" respectively, for employees in the Office of the Chancellor.

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Timothy P. White, Chancellor

Dated: March 16, 2017