

Procedure Governing Review Requests From Confidential (C99) Employees

The following procedure shall be utilized by an employee of California State University, Bakersfield who is a member of the Confidential Classification (C99) at the California State University (CSU) who requests a review of personnel decisions that are adverse to the employee, including those relating to informal discipline (i.e. counseling memorandum, letter of reprimand) and/or the assignment of duties outside of the employee's current classification. It is the policy of California State University, Bakersfield to encourage discussion and seek resolution of such requests. (Personnel decisions related to formal discipline – demotion, suspension and dismissal – are subject to the California Education Code and not included in this review process.)

This procedure provides for two stages of review. The initial review consists of a meeting between the employee and the employee's immediate supervisor. The immediate