



# Exempt Professional Staff (EPS) Employee Review and Appeal Form

## DIRECTIONS:

To file a formal review and appeal, this form must be completed and returned to the Assistant Vice Chancellor for HR, Talent Management in accordance with the guidelines of the University's regulation regarding the Review Process and Procedure for EHRA Non-Faculty Employees. All sections must be completed.

## EMPLOYEE INFORMATION

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Position \_\_\_\_\_ Department \_\_\_\_\_

Banner ID \_\_\_\_\_ Campus Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Home Address \_\_\_\_\_

## APPEAL INFORMATION

Respondent (Supervisor/Manager) \_\_\_\_\_

Date of Incident \_\_\_\_\_

Please select the basis for review/appeal (select all that apply):

- Discharge for cause, disciplinary action or policy interpretation is illegal or violates a policy of the Board of Governors
- Discontinuation with notice or severance pay is in violation of the notice requirements of Section 300.1.1, subsection III.B.1
- Violation of subsection III.D of Section 300.1.1 (Equal Employment Opportunity)
- Violation of subsection III.E of Section 300.1.1 (Protected Activity)

**State the specific reason(s) for this appeal related to the reasons selected above:** (Attach additional sheets if necessary) \_\_\_\_\_

**State the specific resolution being requested:** (Attach additional sheets if necessary) \_\_\_\_\_

**STATEMENT OF NON-RETALIATION:** Employees have the right to use this procedure free from threats or acts of retaliation, coercion, restraint, discrimination, or reprisal. Employees may not be retaliated against for participating in the Review and Appeal process.

**CERTIFICATION:** I hereby certify that all information submitted on this EPS Employee Review and Appeal Form is true and complete to the best of my knowledge and belief. I understand that if I continue to be employed by the University during the resolution of this appeal, I must continue to meet the performance and conduct expectations of my employment.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_