Performance Management - Appeals Process

An employee may appeal a performance review with which they disagree.

The model below illustrates this process.

Employee disagrees with Performance Review

Employee submits a written request for reconsideration to the Manager within 10 business days of receiving the review.

Manager will review the written request

 the Manager may schedule a meeting to discuss the basis of the appeal

Manager will provide a written response to the employee within 10 business days indicating one of the following:

- Manager affirms the original performance review
- Manager may revise the evaluation in whole
- Manager may revise the evaluation in part.

Employee disagrees with outcome of Management review *OR* Manager fails to respond within 10 business days

Employee files a written appeal with the reviewer (the person to whom the Manager reports) within 10 business days of receiving the Manager's response.

Reviewer will review the written request

 The Reviewer may schedule a meeting with the Employee & Manager to discuss the basis of the appeal

Reviewer will provide a written response to the Employee and the Manager within 10 business days indicating one of the following:

- Reviewer affirms the original performance review
- Reviewer may revise the evaluation in whole
- Reviewer may revise the evaluation in part



Reviewer's decision concludes the Appeals Process