

# DISPUTE RESOLUTION PROCESS

This overview of the Dispute Resolution Process is an abbreviated version of the formal process that is available in its entirety at your campus Human Resources department. Before initiating this process, you are encouraged to have a meeting with your supervisor to identify and possibly rectify the issue about which you are concerned.

## What Issues are Disputable?

The State Personnel Director has defined the specific performance management matters that may be disputed by an employee and has specified the stages at which these matters will be reviewed. They are:

1. The individual performance plan, including lack of a plan during the planning cycle;
2. The individual final overall performance evaluation, including lack of a final overall evaluation
3. The application of the university's performance management program to the individual employee's plan and/or final overall evaluation

Please note that the first two issues must be decided at the first stage, and is **not reviewable further**. Issue 3, if not resolved at the campus level, is reviewable at the second stage.

## What Issues are Not Disputable?

1. The content of the University's performance management plan (or an approved campus modification of the plan);
2. Matters related to the funds appropriated;
3. The performance evaluations and achievement pay of *other* employees;

## First Stage—Internal: University of Colorado Campus Level

To initiate the internal review process, the employee must submit a review request on the standard university form to the Decision Making Authority. This must be done within five working days after the meeting at which the supervisor presented the employee with his/her performance evaluation rating. Copies of the written request must be submitted to the supervisor and to the Office of Labor Relations.

Unless there are extraordinary circumstances, the Decision Making Authority or designee must, within five working days from receipt of the form, meet with the employee, the supervisor, and with any other persons whom the employee or the supervisor deem to have pertinent information. The Decision Making Authority remains responsible for scheduling the meeting with the affected parties and for adhering to the schedule for completion of the review. After the meeting, the Decision Making Authority has five working days to render a decision.

## Second Stage—External: State Personnel Director

The second stage applies to issue 3 only. If unsatisfied with the decision of the Decision Making Authority the employee may file a written request for external review with the State Personnel Director within five working days from the date the internal decision is received. Disputes may be submitted to the Director at:

Colorado State Personnel Director  
Attn: Dispute Resolution Process  
1313 Sherman, First Floor  
Denver, CO 80203

The request must include a copy of the original written performance management issue(s) raised by the employee and the final written decision from the internal review stage. A copy of this written request also must be sent to the Office of Labor Relations.

This request will be screened based upon specific criteria established by the State Personnel Director, and if it is determined that further review is not warranted, that decision is final and binding and the employee will be notified accordingly. If, however, further review is warranted, the Director shall select a qualified neutral third party to review the decision who must within thirty days issue a written decision, which is final and binding.