



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. You are also encouraged to consult with Employee Relations throughout this process. Employee Relations can be contacted at 303-492-6475.

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 final overall performance evaluation, including lack of a final overall evaluation; and,
2. The application of the University's performance management program to the individual employee's final overall evaluation.

Please note that the first issue must be decided at the first stage (internal), and is **not reviewable further**. Issue 2, if not resolved at the University level, is reviewable at the second stage (State Personnel Director).

What Issues are Not Disputable?

1. The content of the University's performance management program (or an approved campus modification of the program);
2. Matters related to the funds appropriated; and,
3. The performance evaluations and merit 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. When disputing the individual final overall performance evaluation rating, the written request must be filed within five (5) working days after the meeting at which the rater formally presents the employee with his/her final overall performance evaluation and during which the employee and rater discuss the performance rating. Copies of the written request must be submitted to the supervisor and to Employee 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 2 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. This request must be submitted on the standard Consolidated Appeal/Dispute Form available from Employee Relations. Mail, hand-deliver, or fax the form to:

Colorado State Personnel Board
1525 Sherman Street,
4th Floor
Denver, Colorado 80203

Fax: 303-866-5038

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 Employee 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.