

**Diagram of Appeal Procedure\***

<b>Steps</b>	<b>Appeal Process</b>	<b>Time Frame</b>	<b>To Whom</b>
<b>Step 1</b> Filing a Request for Appeal of Reduction in Salary, Demotion in Grade, Reduction in Force or Termination	Employee requests an appeal, in writing or using the <i>Request for Appeal Form</i> , provided by HR (with assistance of Staff Grievance Officer**, if wanted) and attaches any supporting documents or further information.	Appeal must be received by HR within ten (10) workdays of the receipt of the notice of action.	Deliver/mail appeal to:  VPHR, Human Resources, 1980 Arthur Street, Louisville, Kentucky 40208-2770
<b>Step 2</b> Determination of Eligibility	HR issues a written determination to the employee stating whether the employee is eligible for an appeal.	Notice of appeal eligibility must be sent within five (5) workdays upon receipt of the appeal request or form.	HR will mail the eligibility decision to the employee's address listed on the appeal request or form.
<b>Step 3</b> Assignment of Hearing Officer and Pre-Hearing Conference	A Hearing Officer is assigned. A Pre-Hearing Conference is scheduled and notice of the conference is sent to all parties. Procedural matters are decided during the conference and a hearing date is set.	Promptly; based on scheduling needs of all parties.	HR will mail the assignment of the hearing officer and Pre-Hearing Conference date to the employee's address used above.
<b>Step 4</b> Appeal Hearing & Hearing Officer's Report	An informal hearing is held in which strict rules of evidence do not apply. The Hearing Officer issues a written report stating their recommendations for action.	Report is issued within ten (10) workdays by the Hearing Officer.	Hearing Officer will mail the report to the employee and to the Employee Relations & Compliance team in HR.
<b>Step 5</b> Appeal Decision	HR issues an appeal decision on behalf of the University.	Decision is issued within seven (7) workdays of receipt of the Hearing Officer's report.	HR will mail the decision to the employee.

\*This is not a comprehensive list of all steps of [PER 5.04 – Appeals](#); it is meant to be a brief guide to the main portions of the appeals process. If you have further questions, please refer to [PER 5.04](#) or contact the Employee Relations and Compliance team in Human Resources at 502-852-6258 or via e-mail at [employeerelations@louisville.edu](mailto:employeerelations@louisville.edu).

\*\*The Staff Grievance Officer, Sandy Russell, can be reached at 852-4652 or via e-mail at [sdruss02@louisville.edu](mailto:sdruss02@louisville.edu).