

## **Information**

Appeals

## **Effective**

May 1 1992

## **Number**

PER 5 04

## **Applicability**

This policy applies to University staff

## **Administrative Authority**

Vice President for Human Resources

## **Responsible Unit**

Human Resources

Miller Information Technology Center Rm 02C

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## **History**

Revision Date(s): November 1, 2011; August 16, 2019 (minor revisions); February 22, 2021; December 7, 2021 (minor edits); August 24, 2022 (minor edit); May 11, 2023; April 9, 2026 (minor revision)

Reviewed Date(s): March 9, 2016

### **Comment & Review Record:**

Endorsed by Staff Senate Grievance Committee

March 7, 2011

Endorsed by Staff Senate - Preliminary Draft

April 11, 2011

Approved by University Counsel as to Form & Legality

June 28, 2011  
Vice President & Dean Comment Period  
June 28, 2011 - July 15, 2011  
Open Sessions for Community Comment  
July 5 - 12, 2011  
Re-Posted for Information (No Changes)  
September 2, 2011  
Endorsed by Staff Senate  
September 12, 2011  
Reviewed by EC of Faculty Senate - No Action Required  
October 19, 2011  
Approved by Executive Vice President & Provost:  
October 31, 2011

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## **Categories**

### **Statement:**

A regular status employee may appeal a permanent reduction in salary, demotion in grade, or termination.

#### **STAFF GRIEVANCE OFFICER**

The Staff Grievance Officer is available to consult with staff members in each step of the appeal process, including the initial formulation of the written notice of appeal. The Staff Grievance Officer may work closely with staff members, departments, and the Human Resources Department to seek equitable resolutions of all appeals. The Staff Grievance Officer may serve as a personal advisor for the employee during an appeal process (if requested by the employee), but may not serve as an advocate on behalf of the employee. [Consistent with proposed Grievance Policy and contingent on Red Book revision.]

#### **STANDARD FOR REVIEW**

An appealable action may be reversed on appeal for only two reasons: (1) there was no reasonable basis for the university action; or (2) there was a substantial departure from university procedures which prejudiced the employee against whom the action was taken.

Note: As provided at PER-4.16 "A staff member adversely affected by a RIF may appeal the action through the Appeal process only if the staff member believes that the action was based on inconsistent or improper application of the Reduction in Force Policy or Procedure."