

APPEAL STEPS "AT-A-GLANCE" FOR FORMAL DISCIPLINARY WRITTEN WARNINGS, FINAL WARNINGS, SUSPENSIONS, AND TERMINATION				
PRE-APPEAL STEP				
Staff Member Response				
	Step	Time	Respondent Response Time	Participants
Informal Resolution	Discussion with Supervisor	Staff member submits a verbal or written rebuttal to the supervisor (copying both department HR and employeerelations@jhu.edu) within 7 working days of receiving the written disciplinary document or employment action.	Within 7 working days of receiving a verbal or written rebuttal, the supervisor and staff member will meet to discuss a possible resolution.	<ul style="list-style-type: none"> • Staff member • Supervisor • Department HR • Central HR **
			Within 7 working days of the meeting, the supervisor will respond to the staff member (copying both department and central HR at employeerelations@jhu.edu) with a written decision.	
APPEAL STEPS				
	Steps	Appellant Response Time	Respondent Response Time	Participants
Appeal Process	Step 1 – HR Facilitated Conversation and Consultation	If the Supervisor decision does not result in a satisfactory resolution, the staff member has 7 working days from the written response or inaction, to contact Central HR at employeerelations@jhu.edu and initiate the Step 1 appeal process.	Within 7 working days of filing a Step 1 appeal, a Central HR representative will contact the appellant to schedule a facilitated meeting with the appellant, supervisor, and Central HR. Within 7 working days of the facilitated meeting, Central HR will provide the appellant and the department with a written decision.	<ul style="list-style-type: none"> • Appellant • Supervisor • Central HR **
	Step 2 - HR Executive Review	If the Step 1 decision does not result in a satisfactory resolution, the staff member has 7 working days from the written response to contact Central HR at employeerelations@jhu.edu and initiate the Step 2 appeal process.	Within 7 working days of filing a Step 2 appeal, a Central HR representative will contact the appellant to schedule a meeting with a HR Executive. Within 7 working days of the appellant meeting, the HR Executive will provide a final decision in writing to the appellant, department, and Central HR.	



APPEAL FORM

Employee: _____ JHED/PERNR: _____
Home Address: _____ Telephone #: _____
Email Address: _____ Other contact: _____
Position: _____ Department: _____
Division: _____ Supervisor/MGR: _____

Nature of Appeal: Written Warning Suspension Termination Other:

Explain Appeal (to include specific violation, misinterpretation or misapplication of University policies or regular practices):

Proposed Resolution:

Employee's Printed Name:

Employee's Signature:

Date:

CENTRAL EMPLOYEE RELATIONS USE ONLY

Date Appeal Received: _____

Central HR Rep: _____

Divisional HR Rep: _____

Informal or Appeal? _____

Decision Rendered: _____

Department Notified: _____