



## **Procedure on Special Action Appeals for Nonexempt Employees**

*(Approved by the President on November 14, 2005)*

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### **I. PURPOSE & APPLICABILITY**

This procedure has been established to designate the person(s) responsible for the Special Action Appeal process for Nonexempt Employees. It applies to regular status Nonexempt Staff Employees in UMBI.

### **II. BACKGROUND**

BOR VII-8.10 Policy on Special Action Appeals for Classified Employees requires that each institution establish procedures to implement the policy.

### **III. DEFINITIONS**

- A. Classified Personnel - as used in BOR VII-8.10, Classified Personnel refers to employees now called Nonexempt Employees.
- B. Eligible Employee - A regular status Nonexempt employee of UMBI.

### **IV. GENERAL PROVISIONS**

- A. All special Action Appeals shall be filed in writing with the Assistant Vice President for Human Resources within the time frames designated in BOR VII-8.10 Policy on Special Action Appeals for Classified Employees.
  - 1. Address for appeal:  
  
Assistant Vice President for Human Resources  
RE: Special Action Appeal  
701 E. Pratt Street, Suite 200  
Baltimore, MD 21202.
  - 2. The appeal shall include the following information:
    - a. Name of Eligible Employee
    - b. Title of Eligible Employee
    - c. Nature of Personnel Action Appealed
    - d. Name of Official taking this action
    - e. Date employee received notice of action.
- B. The UMBI Chief Executive Officer may designate a Hearing Officer to hear any appeal filed by an employee within the time frames designated in BOR VII-8.10 Policy on Special Action Appeals for Classified Employees.

**APPROVED:** Jennie C. Hunter-Cevera, 11/14/05