- 3. Upon receipt of a Dispute Resolution, HR or EO will inform Management of the Dispute Resolution.
- 4. Senior Management will review the submitted documentation, and may schedule a meeting with the employee.
- 5. Senior Management will provide a decision via written response to the employee, HR or EO, and Management, not to exceed twenty (20) University calendar days of the date of the Dispute Resolution.

Step II: Appeal

- 1. If the employee is unsatisfied with the response from Step I: Review, the employee can proceed to Step II: Appeal by submitting a Dispute Resolution Request to HR or EO. The Dispute Resolution Request must be filed within ten (10) University business days from the date of the decision from Step I: Review.
- 2. HR or EO will review the submitted documentation, and may schedule a meeting with the employee.