

PERSONNEL SERVICES BULLETINS (PSBs)

500-2

Subject: Managerial Appeals Process

Supersedes: Personnel Policy and Procedure No. 709-82

Date: March 21, 1997

I. Policy

A managerial employee may appeal any evaluation or agency action which he/she deems to be adverse. The following appeals process does not apply to disciplinary proceedings under Civil Service Law § 75 and § 76. It is the agency's responsibility to make managers aware of this process.

II . Procedure

A. A manager who has been unable to resolve a disputed evaluation or agency action through discussion with his/her supervisor may appeal (in writing). This appeal will be dealt with by the individual who is one level above the manager's supervisor.

B. If the dispute is not resolved by this initial appeal, the manager is permitted to appeal to his/her agency or department head. However, if the agency or department head is also the individual one level above the manager's supervisor as stated above in (A), then the manager may appeal to the Commissioner of Citywide Administrative Services.

William J. Diamond
Commissioner

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