

# Employee Decisions

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UAA provides one level of administrative review for decisions made by university employees. Individuals are encouraged to first attempt informal resolutions with the employee making the decision or the employee's supervisor. An individual seeking further review has the option of filing a written request with the employee's supervisor for decisions made by university employees not covered elsewhere in these complaint procedures or in other university policies, regulations and procedures. The request must be signed and include all relevant information to be considered during the review.

The supervisor will consider the information available at the time of the review and provide written notification of the outcome to the individual who filed the request. The supervisor's written response will be the final decision within the University.