

Save the form to your desktop as a pdf. Fill out the saved form and email back to SPEEA. Include any relevant attachments.

SPEEA Retention Appeal Request

Employee Name: _____ Phone: _____

BEMSID: _____

Prof Tech (check one)

Job Classification/SMC/Level: _____ - _____ - _____

Last Hire: ____/____/____

Adjusted Service Date: ____/____/____

Written Retention Notification received on: ____/____/____

My problem is (the prerequisite for the appeal):

- Retention Drop? (From R ____ to R ____)
- Four consecutive R3s? Yes No (check one)
- Designation? Yes No (check one)

Supervisor's Name: _____

I spoke with my supervisor about my retention/designation on: ____/____/____

The reason my supervisor gave for my retention/designation was:

I would like SPEEA to appeal because:

I have attached copies of my:

- Written Retention Notification
- Last three Performance Evaluation Close-outs
- Current IPA notification
- Recent letters of commendation or awards