

Appeal Process for Compensation Classification Professionals, Management and Administration

Purpose: The purpose of this appeal process is to provide employees with a fair and transparent mechanism to request a review of their compensation classification. The process ensures that all appeals are thoroughly evaluated and approved at various levels of leadership, including the employee's supervisor, an executive leadership team member, and the president of the institution.

Step 1: Initial Appeal Submission

1. **Employee Request:**
 - An employee who believes their current compensation classification does not accurately reflect their role, responsibilities, or market value may submit a written appeal. This appeal should include:
 - A detailed explanation of why the employee believes a reclassification is warranted.
 - Supporting documentation such as job descriptions must be included.
 2. **Submission Timeline:**
 - The appeal must be submitted within 10 business days of the employee receiving their classification decision.
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Step 2: Review by Immediate Supervisor

1. **Supervisor Review:**
 - The immediate supervisor will review the appeal and meet with the employee to discuss the rationale and any additional information needed.
 - The supervisor will provide a written recommendation to either support or deny the appeal, including a justification for their decision.
 2. **Timeline:**
 - The supervisor has 5 business days from the date of receiving the appeal to complete their review and submit their recommendation to the next level.
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Step 3: Review by Executive Leadership Team Member

1. **Executive Leadership Review:**
 - The appeal, along with the supervisor's recommendation, will be forwarded to the relevant executive leadership team member.
 - The executive leader will conduct a thorough review, which may include meeting with the employee, consulting HR for additional data, and assessing the implications of the appeal on the department and institution.
2. **Recommendation:**

- The executive leadership team member will provide a recommendation to support or deny the appeal, along with a detailed rationale.
3. **Timeline:**
- This review should be completed within 5 business days after receiving the appeal from the supervisor.
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Step 4: Final Review and Decision by the President

1. **Presidential Review:**
- The appeal and the accompanying recommendations from both the supervisor and the executive leadership team member will be presented to the president of the institution.
 - The president may request additional information or clarification before making a final decision.
2. **Final Decision:**
- The president's decision will be the final determination regarding the appeal. This decision will be documented in writing and communicated to the employee.
3. **Timeline:**
- The president should render a decision within 5 business days of receiving the appeal from the executive leadership team member.
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Step 5: Communication of the Decision

1. **Notification:**
- The employee will receive written notification of the final decision, including the reasons for the decision and next steps for the review with the consultant, if applicable.
 - If the appeal is approved, the effective date of the new classification and any associated changes will also be communicated.
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Confidentiality: All documentation and discussions related to the appeal process will be kept confidential and only shared with those directly involved in the review and decision-making process.

Record Keeping: A complete record of the appeal, including all supporting documents, recommendations, and final decision, will be maintained in the employee's personnel file.

This process is designed to ensure that all appeals are handled consistently, fairly, and in alignment with institutional policies and goals.