COMPENSATION SYSTEM – APPEAL PROCEDURE

A. The maintenance procedures are designed to trigger adjustments in job descriptions and classifications as changes occur.

B. An employee's first recourse, if changes occur in job content and are not reflected in appropriate adjustments, is to take the matter up with his or her immediate supervisor, at the time of the annual performance review, if not sooner.

C. If the employee is not satisfied with the supervisor's decision, he or she may appeal to the appropriate division head.

D. If the employee is not satisfied with the division head's decision, he or she may appeal to the director for human resources.

E. If the employee is not satisfied with the decision of the director for human resources, he or she may appeal to the superintendent.

F. Employees will be limited to one appeal per year, except that if the job description is revised or the job reclassified, the employee may appeal within thirty days or the effective date of the revision or reclassification.

ADMINISTRATIVE REGULATION

Approved: November 18, 1980