

Classified Staff Merit Appeal Process – 2006

Anonymity

1. All communications between you and the Appeals Committee will pass through the Office of Human Resources.
2. All documents the Committee receives will have your name redacted (deleted); you will be identified by a code number, such as 06-cl-01.

Procedure

1. Appeals may be filed by classified employees who:
 - Received a rating of 0% - 1.99% and received no increase
 - Received a rating of 2.0% - 2.99% and received a 3% increase, but not the additional 1%
2. Appeals must be in writing and received by the Office of Human Resources by the close of business on Friday, July 21, 2006.
3. Appeals must include the reason(s) for the appeal and may include additional documents felt to be relevant.

Directions for writing your appeal

1. For each category on your evaluation rated as a “2” (needs development) or a “1” (unsatisfactory performance), please write a brief statement explaining why you do not agree with your supervisor’s rating and provide a rating that you believe is more appropriate.
2. In conclusion, provide a summary of why you believe the Committee should consider your appeal.
3. Please do not include your name or any identifying references.

Appeal Review Procedure

1. The Office of Human Resources will provide copies of your appeal and attached documentation to the Committee members. Note that your name will be replaced by a code number, as identified above.
2. The Committee will meet to review and discuss your appeal. If the Committee requests additional information, the request will be made by the Office of Human Resources.
3. The Committee will make a recommendation on awarding or denying your appeal. You and your supervisor will be notified of their decision no later than August 28, 2006.
4. If your appeal is awarded, any applicable pay increase will be retroactive to July 1, 2006.