

Classified Staff Pay and Merit Increase Appeal Process

1. Anonymity

- a. All communication between you and the Appeals Committee will pass through the Office of Human Resources.
- b. All documents the committee receives will have your name deleted; you will be identified by a code such as 00-CI-01, etc.

2. Filing Procedure

- a. Appeals may be filed by a classified staff member who receives one of the following:
 - A **Final Performance Rating** less than 2 and is not eligible for a pay increase
 - a **Final Performance Rating** less than 3 and is not eligible for a merit increase
- b. Appeals must be filed in writing and received by the Office of Human Resources by the date specified.
- c. Appeals must include the reason(s) for the appeal and may include any additional documents felt to be relevant.

3. Directions for Writing the Appeal

- a. Use Microsoft Word to create a one- to two-page document. For all **Final Dimension Ratings** of a 2 or 1, briefly explain why you do not agree with your supervisor's rating and provide a rating that you believe is appropriate.
- b. In conclusion, please provide a summary of why you believe the committee should consider your appeal.
- c. Please do not include your name or any identifying references.
- d. Save this document as a PDF (portable document format).

4. **Appeal Review Procedure**

- a. 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, as identified above.
- b. The Committee will meet to review and discuss your appeal. If the committee requires additional information, the request will be made by the Office of Human Resources.
- c. The committee will make a recommendation on awarding or denying your appeal. You and your supervisor will be notified of their decision by the date specified by the Office of Human Resources.
- d. If your appeal is awarded, any applicable pay and/or merit increase will be retroactive to September of the applicable year.