

# Appeal Process for Job Evaluation (Assistance Available from Human Resources)

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## A. PURPOSE:

Employees or supervisors may use the appeal process whenever they are dissatisfied with and feel the job evaluation or re-evaluation is inappropriate. Dissatisfaction with a job evaluation rating should be handled at the lowest level possible.

## B. DEFINITIONS:

- ORIGINAL EVALUATION APPEAL: An initial job evaluation rating that is not satisfactory to the supervisor.
- RE-EVALUATION APPEAL: An appeal of a subsequent job evaluation that isn't satisfactory to the supervisor. These can occur from:
  1. Periodic Reviews/Re-Evaluations initiated by the Human Resources Office and done by the Job Evaluation Committee, or;
  2. Job Growth or Shrinkage when the supervisor feels the job duties have changed 10% to 15% (up or down) in value, or;
  3. Inadequate information was originally provided to the Job Evaluation Committee for job evaluation or re-evaluation.

## C. PROCESS:

It is the supervisor's responsibility to, (1) insure job re-evaluations are requested when they feel job duties and responsibilities have changed 10-15% (up or down) in value, and (2) insure complete and accurate information is provided to the Job Evaluation Committee for review.

1. Rewrite/revise the job description, as needed, with the employee/supervisor providing complete and accurate information. NOTE: Position descriptions are entered on PARS ([jobs.slcc.edu/hr](http://jobs.slcc.edu/hr)) templates and instructions are available on the Human Resources Office website: <http://www.slcc.edu/hr/compensation.asp>
2. Prepare a brief memo outlining the reasons for the appeal, including any job changes--deletions from the current job description and the additions in the new description. (Comments about individual performance are not needed since the evaluation is based on job content.) Attach the memo on PARS, under the Supplemental Documentation.
3. Submit the changes through PARS through line management.
4. Approvals are gained (through PARS) and all levels agree with the reasons for the appeal and the job changes, the revised job description and the memo outlining the reasons for change are forwarded to the Budget Office (which initiates the JEC process). If not, the supervisor is to have the employee work according to the most recently approved job description.
5. The Human Resources Office has the appeal evaluated by the Job Evaluation Committee or performs a desk audit as requested by the Vice President. If there is a change it is communicated to the supervisor and implemented. If the Job Evaluation Committee finds no change, it is returned to the Vice President and supervisor.
6. If the supervisor and Vice President are still dissatisfied with the final decision from Job Evaluation Committee, the Vice President request the item be placed on Staff Salary Appeals Committte (SSAC) agenda to the Director of Human Resources.
7. The Staff Salary Appeals Committee will review the re-appeal and render a final decision.