

**POLICIES: CLASSIFICATION/COMPENSATION GRIEVANCE PROCESS FOR ADMINISTRATIVE & SUPPORT STAFF**

Policy Section: 2 Employment  
Policy Number and Title: 1.0.2b Classification/Compensation Grievance Process For Administrative & Support Staff  
Applicable to: Administrative and Support Staff  
Effective Date: October 15, 2003

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**Introduction**

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All regular employees hired through the Office of Human Resources who believe (1) that they hold a position which is improperly classified or (2) that they are improperly compensated as a result of their classification, and who cannot resolve the matter directly with their supervisor, may use the Compensation/Classification Grievance Review Process.

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**Effective Date**

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The Classification/Compensation Grievance Process For Administrative & Support Staff policy is effective October 15, 2003.

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**Application of This Process**

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Employees who allege discriminatory practice, or if the director of compensation believes that discriminatory practices may have occurred, will have their concerns reviewed with the University affirmative action officer.

Employees who have questions related to their individual salary, which are not specifically covered by this grievance review process, are encouraged to discuss their concerns with their supervisor or a Human Resource manager.

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**Grievance Review Process**

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Step One

To begin the Classification/Compensation Grievance Review Process, employees must first discuss any questions or concerns they have about their classification with their immediate supervisor and/or any other senior manager in the department, as appropriate. If, after discussion with all appropriate parties, the matter is not resolved to the satisfaction of the employee, the employee may request a review of his or her classification by the Office of Human Resources. The written request for review should be submitted to the director of compensation in the Office of Human Resources within 10 business days following the discussion with the employee's supervisor.

The director of compensation will review the matter, and after consultation with the vice president for Human Resources, the employee's supervisor, and others as appropriate, will inform the employee of his or her findings, usually within 10 business days after receipt of the employee's written request. If an employee's classification is changed as a result of this

	<p>process, the director of compensation will review the employee's salary with the employee's manager and will make the appropriate adjustments, if any.</p> <p>Employees will receive written confirmation of the review and any classification/compensation changes from the director of compensation.</p>
Step Two	<p>Classification/Compensation Committee:</p> <p>Employees who are dissatisfied with the decision reached by the director of compensation may request a formal review by the Classification/Compensation Committee . A written request for formal review should be submitted to the Classification/Compensation Committee, Office of Human Resources, within 10 business days of receipt of the director of compensation's decision. The Vice President for Human Resources will submit the request and supporting documentation, including any materials from the director of compensation, to the Classification/Compensation Committee within 10 business days of the employee's written request.</p> <p>The Committee will convene as soon as possible after receiving the employee's request for review and the supporting documentation. The Committee will review the written materials submitted by the employee and the director of compensation, and may interview the employee, the employee's supervisor, the director of compensation and/or other staff members as appropriate. The Committee will make a decision within 30 business days after the completion of its review. The decision of the Classification/Compensation Committee is final.</p> <p>The Vice President for Human Resources is responsible for implementing the decisions of the Committee. If the Committee recommends a change in the employee's compensation, the final salary will be set by the director of compensation in consultation with the employee's department. If the Committee recommends a change in the employee's classification, the job title will be determined by the director of compensation in consultation with the employee's department.</p> <p>If the Committee believes that discriminatory practices may have occurred, the matter will be reviewed with the University affirmative action officer. In such cases, the Office of Human Resources will advise the employee that the matter has been referred.</p>

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<sup>i</sup> The Classification/Compensation Committee includes the vice president for finance and administration, the dean of the faculty and the provost (or their designee as needed). The vice president for human resources serves as secretary to the committee and is a non-voting member.