

Outline of Audit Appeal Process for Classified Staff Positions

When a letter showing the results of the audit is sent to the supervisor and employee, it states that further review of the salary grade established in the audit by the Position Evaluation Review Committee (outside University Human Resource Services) may be requested by contacting in writing the HR Representative who conducted the audit. This request must be received within ten (10) working days from the date of the audit result letter.

When an appeal is received a memo is sent to the employee by University Human Resource Services (UHRS) stating that the appeal has been received, and that the Position Evaluation Review Committee (PERC) will be in contact to schedule an interview with the employee and supervisor. The PERC is comprised of 4 staff members, appointed by the Staff Council President; 2 professional members; and 1 faculty member, all appointed by the President. Each member of the PERC serves a three year term on that committee, and may be reappointed for one succeeding term.

The PERC contacts both the employee and supervisor to schedule a meeting with them regarding the appeal of the salary grade that was determined for the position by the UHRS audit. Following this meeting the PERC evaluates the position and sends the resulting consensus and their recommendation to the Vice President of Business Affairs.

The Vice President of Business Affairs makes a decision regarding the salary grade of the position taking into consideration the PERC's recommendation and UHRS's initial evaluation. Both the employee and supervisor receives a letter advising them of that decision.