

ATTACHMENT B

COMPENSATION STUDY RESULTS APPEAL PROCESS

A. Purpose:

In order to conclude the City's 2023-2024 compensation study, the City will provide an opportunity for employees to address any perceived or actual inaccuracies pertaining to individual salary adjustments. This process will be available for a limited time.

B. Who Can Appeal:

Employees who wish to appeal shall make appeals on an individual basis.

C. Basis for Appeal:

The grounds for disagreement with the salary adjustment recommended by the compensation study consultant must be based on and limited to resolution of any errors that may have occurred in calculating salaries based on the compensation study results and methodology.

Grounds for appeal include concerns of inaccurate evaluation of the following data points:

- Employee's job title, description, and duties.
- Employee's years of service to the City.
- Application of Evergreen market research and methodology.

For the purpose of this appeal process, the following factors will **not** serve as a basis for appeal:

- Comparisons to other employees, positions, or departments.
- Independent market research.
- Performance record.
- Personal matters.

D. Evaluation of an Appeal:

When resolving an appeal, City management will limit evaluation to the written record, factors listed above in Section C of this document, research provided by Evergreen Solutions, and Department Head feedback based on the same factors.

E. Appeal Process:

- **1. Employee Appeal Request:**
 - A. Timing: If employees wish to appeal, then they must submit a written appeal request within ten (10) business days after receipt of written notice of the salary recommendation made by the compensation study. *For purposes of counting days, Day 1 shall be the day after the salary adjustment notice date.*

- B. Format: Employees shall use the designated appeal form provided by H.R., and they shall turn in the form to their Department Heads. Employees must state and explain both a basis for appeal and a request for resolution. The employee must completely fill out, sign, and date the form.
- **2. Department Head Review:**
 - Within ten (10) business days of receipt of an employee’s appeal, the Department Head will review the request and provide a written statement to the Human Resources Director on the reasons for agreement, disagreement, or modification of the employee’s appeal request (*Day 1 will be the day after the Department Head receives the appeal notice form*).
- **3. HR Director Review:**
 - The H.R. Director will review the employee’s request and the Department Head’s recommendation in consultation with Evergreen Solutions and make recommendations to agree, disagree with, or modify the Department Head’s recommendation.
 - The H.R. Director will forward recommendations to the Mayor within fifteen (15) business days or as soon as reasonably possible (*Day 1 will be the day after the H.R. Director receives an appeal form from a Department Head*).
- **4. Mayor Review:**
 - The Mayor shall review the H.R. Director’s recommendations and will respond within twenty (20) business days of his receipt of H.R.’s recommendations to his office.
 - The Mayor’s decision shall be final. H.R. will communicate this decision to Department Heads and employees who have appealed.

F. Limitations:

This appeal process has been established for the limited purpose of reviewing compensation study determinations arising from the research and recommendations of the compensation study conducted by the H.R. Department and Evergreen Solutions.

This process is **not** a grievance appeal. Section 10.1 of the City’s Personnel Policies and Procedures states that the grievance procedure will not be used for “matters challenging the content of classification, pay, compensation, leave, and related personnel rules and regulations.”

This process will **not** include a right to a hearing, legal counsel, or other representation.

Following the Mayor’s review and decision, no further action will be taken on an employee’s appeal of the compensation study recommendation or its implementation.

G. Salary Adjustments:

Salary adjustments shall take effect as provided in Ordinance No. 2024-241, regardless of an employee's intent to appeal. If the Mayor approves an employee's appeal request, then any resulting changes will take effect starting on the first day of the next pay period following resolution. Back pay will not be provided for the time that the appeal is pending.