

**CITY OF FOND DU LAC
CLASSIFICATION AND COMPENSATION STUDY
APPEAL PROCESS**

Thank you for your participation in the recent Classification and Compensation Study conducted for the City of Fond du Lac. The following information outlines the process for employee appeals of position allocations resulting from the Classification and Compensation Study:

Basis for appeal

If an employee feels that the Consultant; 1) Committed an error in applying the Point Factor Job Evaluation System to his/her position, or 2) If the employee's job has changed significantly since the original Job Description Questionnaire (JDQ) response, or 3) If the employee left out critical information in their Job Description Questionnaire, then the employee may supply additional information and request a re-evaluation.

Grade review guidelines

Grade reviews must be focused on the JDQ. If an employee believes their job has been incorrectly graded, the employee must read through their JDQ and determine which areas they feel were evaluated incorrectly. Any comparisons with other positions must be based on documented evidence submitted by the appellant.

How to appeal

The appeal form must include a statement for the appeal limited to the three criteria previously explained above, which are; 1) The consultant committed an error in applying the Point Factor Job Evaluation System to his/her position, or 2) The employee's job has changed significantly since the original JDQ response, or 3) the employee left out critical information in their Job Description Questionnaire.

If the appeal involves a claim of additional responsibilities, forgotten critical information or significant changes to the position since the completion of the JDQ, the employee must attach a hard copy of their original JDQ, with any changes indicated on the JDQ itself. Changes can either be shown in handwriting, or if the employee uses the electronic form of the JDQ, changes should be made very clear using underlining or some other demarcation.

The Department Head will review the information provided by the employee, certify that it is factual and correct, sign the Department Head appeal review portion of the form (page 4 of this packet) and, at his/her discretion, provide additional comments. Department Heads will then submit the appeals to Human Resources. Human Resources will forward the appeal to the Consultant for review and a recommendation.

The Consultant will consider the substance and merits of each appeal and in doing so, may find it necessary to gather further information from the employee and/or supervisor. The Consultant will prepare a brief written response on each appeal indicating if he/she feels the appeal has been upheld, or if not, his/her reason for recommending denial of the appeal.

The final decision on all appeals will be the responsibility of the City of Fond du Lac City Manager.

Pay adjustments granted as a result of an appeal will be effective 1/1/2013.

Please contact Human Resources if you have any questions. Thank you.

**CITY OF FOND DU LACE
EMPLOYEE COMPENSATION AND CLASSIFICATION PLAN**

APPEAL FORM

Name: _____
Date: _____
Title: _____
Department: _____
Signature: _____

I believe my position was incorrectly graded because:

(If the basis of the appeal is additional responsibilities, forgotten critical information or significant changes to the position since the completion of the JDQ, please explain when the duties changed, the reason for the change, and from where the duties originated. If the duties came from another position, the employee must indicate from which position they were removed).

DEPARTMENT HEAD APPEAL REVIEW FORM

Department Head Review Section:

I certify that I have reviewed all factual information concerning this appeal.

Name

Position Title

Date

Comments: