



OA Compensation Project Implementation

Initial Placement Appeals Process Form

Guidelines for Filing an Appeal

- The appeals process provides a mechanism to revisit initial placement in the new compensation structure. For information regarding how positions were placed in the compensation structure, please review the [Position Placement webpage](#) including the Position Placement Presentation. An appeal may be requested **if the position description used in the evaluation process didn't describe in sufficient detail a significant component of the employee's work or if no position description was submitted for the position.**
- If a position has significantly changed since the initial placements were completed, contact HR at hrclasscomp@uoregon.edu to begin a position re-evaluation. The appeals process is limited to the circumstances described above.
New or revised position descriptions that have been submitted through the NAPO or waiver of search process are being assigned to a compensation band during regular classification/compensation evaluation.
- This is **not an opportunity to appeal an employee's current salary**; the appeal applies only to the compensation band in which the position was placed.

Instructions

- Compile the Appeals Packet
 - *Initial Placement Appeals Form*—employee completes and signs.
 - *Position description (PD)*—include an updated position description (PD) with clearly identified changes (modifications, additions and deletions) from the PD that was submitted for evaluation. **Modifications should be highlighted or submitted in redline.** The updated PD must be signed by both the employee and the supervisor, verifying the PD is accurate and current.
- Submit Packet to Human Resources.
 - The complete Appeals Packet must be e-mailed to hrclasscomp@uoregon.edu by **5:00 P.M. on September 30, 2016.**

Appeals Review and Decision

- Upon receipt of a complete Appeals Packet, Human Resources will:
 - Confirm the basis for the appeal and determine if it meets the criteria listed in the Guidelines above.
 - Evaluate the request based on required skills, duties, position scope, internal equity and external market comparators.
 - Gather feedback and information from department leadership regarding the position.
- Human Resources will make a decision about the appeal within ninety (90) days of receiving a complete Appeals Packet.
- The decision will be communicated to the employee, supervisor, and Vice President/Dean.

Appeals decisions are considered final. Request for further review may only be made by Vice Presidents. If such a request is made, the Appeals Packet will be provided to the Chief Human Resources Officer for evaluation and final determination.



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Complete and submit this form to HR along with the updated and signed position description for appeals consideration.

Please indicate your reason for requesting re-evaluation:

- The position description used in the evaluation process didn't describe in sufficient detail a significant component of the employee's work.
- No position description was submitted for use in the evaluation process.

Explanation and justification for appeals request:

Please provide information that substantiates your reason for appealing the initial placement of your OA position.

Employee Information

Employee Name:	Employee 95 #:
Employee Email:	Employee Phone:
Supervisor Name:	Supervisor Email:
Employee Signature:	Date:

HR OFFICE USE ONLY

Packet received in HR (date):	
Review Completed Date:	Approved Compensation Band:

COMMENTS