

**CITY OF WEST ALLIS
CLASSIFICATION AND COMPENSATION STUDY
APPEAL PROCESS**

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 classifying his/her position, or 2) the employee’s job has changed significantly since the original Job Description Questionnaire (JDQ) response – then the employee may supply additional information and request a re-evaluation.

Appeals must be based on the JDQ. If an employee believes their job has been incorrectly classified, the employee must read through their JDQ and comment on those areas they feel were evaluated incorrectly. Any comparisons with other positions must be based on documented evidence submitted by the appellant.

Note: Policy decisions on pay structure, market comparisons, and pay plan implementation are not subject to appeal.

There are four steps in the appeal process:

1. If the employee wishes to submit an appeal, then the employee shall complete an appeal form. The appeal form must include a statement for the appeal limited to the two criteria previously explained above, which are: 1) The consultant committed an error in classifying his/her position, or 2) The employee’s job has changed significantly since the original JDQ response. If the appeal involves a claim of additional responsibilities 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.
2. The Department Head will review the information provided by the employee, certify that it is factual and correct or indicate any areas of inaccuracy or concern, sign the form. Department Heads will then submit the appeals to the Human Resource Director for submission to the job evaluation Consultant for review.
3. The Consultant will discuss each appeal with the Human Resource Director, reviewing the substance and merits of each appeal. Based upon this review, the Consultant will make a recommendation on each appeal to the City.
4. The final decision on all appeals, including response to the appellant, will be the responsibility of the City.

All appeals must be filed by _____ .

**CITY OF WEST ALLIS
EMPLOYEE COMPENSATION AND CLASSIFICATION PLAN
APPEAL FORM**

All appeals must be filed with the Human Resource Director by _____.

Name: _____

Date: _____

Title: _____

Department: _____

Signature: _____

I believe my position was incorrectly classified because:

(If the basis of the appeal is additional responsibilities or significant changes to the position since the completion of the JDQ, please show those changes on an edited JDQ, 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).

Note: City Council policy decisions on pay structure, market comparisons, and pay plan implementation are not subject to appeal.

Department Head Review Section:

Comments:

Name

Position Title

Date