Job Evaluation Process: Appeal

The Department Head and/or the incumbent completes and forwards to Human Resources, a Job Evaluation Appeals Form within 10 days of the receipt of the evaluation results.

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An informal meeting will be held with the Department Head, incumbent and Job Analyst to review the results and answer any questions concerning the evaluation.

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Human Resources shall forward all relevant material to the Job Evaluation Appeals Committee.

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The JEAC will apply the Evaluation Program and calculate the total point value of the job.

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Human Resources assigns the corresponding job classification and communicates the results to the Department Head and incumbent.

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End of Process