

University of Pittsburgh at Greensburg

Salary Appeal Process

I. SCOPE

This practice establishes the responsibilities and regulations regarding the University's Planning and Budget Process. This process requires that each unit develop procedures by which appeals associated with annual salary adjustments be managed. These procedures have been endorsed by the responsibility center Planning and Budget Committee.

II. PRACTICE

At the time of processing annual salary increases, each faculty and staff employee who is performing satisfactorily and is *not* covered by collective bargaining agreements will receive written notification of her/his new salary and the annual incremental increase percentage. In addition he/she will be notified of appropriate general information about annual increases such as: total amount available for salary increase distribution by status (faculty or staff), the percentage withheld by the Chancellor's Office or Pitt-Greensburg President's Office for special considerations, if applicable, and any recommended or required allocation by category (i.e., cost of living, equity, merit, etc.).

If a faculty or staff member feels that there is justification for appeal, a multi-level process will be available. The steps in this process are sequential and each level must be completed before the next is invoked. Correspondingly, if mutual agreement is reached at any stage, the process will be deemed complete and cannot be reopened. Also, it should be noted that an appeal must be based on a faculty or staff member's individual salary situation. While the employee may invoke group data in support of an appeal, it is not appropriate to appeal solely on the basis of direct comparison with another employee.

LEVEL I: MEETING WITH SUPERVISOR

At Level I:

- Within ten working days after receiving notification of the salary increase, as determined by the postmark on the envelope of the notification letter, an individual may request a meeting with the supervisor/administrator responsible for his/her salary increase recommendation to discuss his/her dissatisfaction. The request must be in writing and should be addressed to the appropriate

supervisor or divisional chairperson. The supervisor/chairperson is obliged to schedule such a meeting within two weeks of receiving the request.

- At the conclusion of the Level I meeting, each party must sign a statement that indicates one of the following: (1) The issue is resolved (specifics outlined) and the appeal is terminated *or* (2) the issue is not resolved and the appellant will proceed to Level II.
- If the appellant fails to sign either of these statements, the appeal is terminated.
- A copy of the signed statement must be sent to the appropriate Senior Administrator and to the Office of Human Resources (for staff appeals).

LEVEL II: SENIOR ADMINISTRATIVE REVIEW

At Level II:

- Within one week of the Level I meeting, both the employee and the supervisor will prepare written summaries of their respective positions and submit them to the senior administrator responsible for that area of operation.
- After review of the written materials, the senior administrator will schedule a meeting (involving both parties) to discuss the problem, raise questions and gather information.
- The senior administrator will render a decision and respond to each party in writing within one week of the Level II meeting.
- The employee will be asked to sign a statement that indicates one of the following: (1) The issue is resolved (specifics outlined) and the appeal is terminated *or* (2) the issue is not resolved and the appellant will proceed to Level III. The employee must send this signed Level II statement to the President and the Office of Human Resources within one week of receiving the Level II decision.

LEVEL III: PRESIDENTIAL REVIEW

At Level III:

- The President will review all materials developed in the process of lower level steps. The President may elect to meet with any or all parties to the appeal, either individually or together, but is not obliged to do so.
- Upon completion of the review, the President will render a decision and notify all parties in writing. The President's decision cannot be appealed. Once a decision is made, the President will inform the Office of the Provost and the Office of Human Resources as to the particulars of that decision.

****NOTE:** If the salary increase being challenged was recommended by a senior level administrator or the President, the campus-based process will be compressed to a smaller number of steps. However, the administrator recommending the challenged raise must agree to participate in Level I discussions.