



### **Procedure for Reconsideration of Salary Decisions**

If a Pitt-Titusville faculty or staff member (who is not covered by collective bargaining) believes that a salary decision has been based on inappropriate criteria, inadequate consideration, or misunderstanding of evidence presented for the annual review, the faculty or staff member may request reconsideration of the salary decision. While an employee may invoke group data in support of an appeal, an appeal must be based on an individual salary/performance situation and not solely on the basis of direct comparison with another employee.

If a mutual agreement is reached at any stage of the process enumerated below, the process will be deemed complete and cannot be reopened.

1. After receiving notice of the salary decision, the employee will request a meeting with his/her direct supervisor/chair by the end of the first week of the fall semester to discuss the basis for the complaint. If notice is received after the start of the fall semester, the employee will have 14 days to request a meeting. Eligible bases for a complaint include that a salary decision has been based on inappropriate criteria, inadequate consideration, or misunderstanding of evidence presented for the annual review. The supervisor/chair is obligated to schedule a meeting with the employee within 14 days of receiving the complaint.

If the supervisor/chair agrees to make a new salary recommendation, s/he will forward that recommendation to the respective Cabinet officer for final approval. The Cabinet officer will provide documentation of the new salary to the Director of Human Resources after consulting with the President.

2. If an agreement is not reached, the employee may appeal for administrative review within 14 days. Both the supervisor/chair and employee must prepare written summaries of their respective positions and submit them to the Cabinet officer responsible for the area of operation. The Cabinet officer will gather additional information as necessary, and respond in writing to each party within 14 days of receiving the appeal.

If the Cabinet officer agrees to make a new salary recommendation, s/he will provide documentation of the new salary to the Director of Human Resources after consulting with the President.

3. If an agreement is not reached, the employee may appeal for presidential review within 14 days. The President will review all materials developed in the process of the appeal. The President may elect to meet with any or all of the parties, either individually or together, but is not obligated 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.