

Fox Lawson Appeal Process.

As you may know, approximately 18 months after being authorized by The Governing Board to conduct a classification and compensation study, Fox Lawson issued a final report to the Governing Board at the end of the 2008-2009 school year detailing their recommendations based on the results of the study. The Governing Board approved the first two steps of a four-step implementation process. Included as a part of the Fox Lawson implementation process is an appeals window.

Employees have a 45 calendar day (a little more than 6 weeks) period of time to review their classification specification (which is the name for our broad “job descriptions”) and complete and submit an appeal packet if they believe they are incorrectly classified. That window of time starts on Tuesday, September 1, 2009 and concludes on Friday, October 16, 2009 at 4:30 pm. All appeal packets will go through an internal review process, with the possibility that some of those appeals may be outsourced to Fox Lawson.

Employees who choose to submit an appeal packet for review must turn in the completed packet to their supervisor. Their supervisor, in turn, will review what the employee documented and attach a statement. Next, the appeal packet should be sent to the department head for comment, and finally forwarded to the Divisional head for comment. Ultimately, appeal packets will be reviewed in Human Resource Services by an Appeals Committee. It’s important to note the following:

- Submission of an appeal packet in no way implies that a reallocation of an employee’s position to another classification will occur.
- Incomplete appeal packets should not be accepted by supervisors, department heads or Divisional leaders, and will not be accepted by Human Resource Services.
- All decisions by the Appeals Committee are final.

The appeal form is available at the Human Resource Services website, under Information and Forms.