

# Salary Study Appeals Procedure

Below you will find information on the procedure to utilize should you wish to file an appeal pertaining to the Salary Study and its outcome for you individually.

- Step One – Complete the Salary Study Appeal Form providing the reason type and rationale for your appeal. Please be sure to provide the specific reasons for your appeal and what you consider to be the desired outcome of your appeal.
- Step Two – Attach to your Appeal Form any additional and relevant information (e.g., job description, etc.) that you believe will assist in the analysis of your appeal.
- Step Three – Scan and e-mail your appeal documents to the Director of Human Resources, Daniel Gutierrez at [HRsalarystudy@csn.edu](mailto:HRsalarystudy@csn.edu). PLEASE NOTE ALL APPEALS MUST BE RECEIVED NO LATER THAN 5:00 PM, 30 CALENDAR DAYS FROM THE DATE OF YOUR LETTER FROM HUMAN RESOURCES.
- Step Four – Human Resources will analyze the appeal materials and will make a written recommendation to approve or deny the appeal to the relevant Vice President with a rationale on the form.
- Step Five – The relevant Vice President will review HR's recommendation and make a final determination pertaining to the appeal. The Vice President will communicate in writing to HR his/her final determination via the form.
- Step Six – HR will communicate the final determination in writing to the employee who submitted the appeal. A copy of the employee's appeal request and the final determination from the Vice President will be placed in the employee's personnel file.

If you have questions pertaining to the Salary Study appeals procedure, please contact Daniel Gutierrez at [HRsalarystudy@csn.edu](mailto:HRsalarystudy@csn.edu).

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