



Vilas County Compensation Administration Policy Review Process

Vilas County's Compensation Administration Policy was approved by the Human Resources Committee in August 2014. As part of that implementation, Human Resources will be coordinating a one-time review process as part of the annual performance evaluation process in spring of 2015. The following information outlines the process in requesting a review of your position classification results from the study:

An employee may request a review if they feel that the classification determination for their position:

- (1) Failed to recognize major duties of the position (constituting at least 5% of their time); or
- (2) The duties of the position have changed significantly since the original job description was submitted for review.

An employee will not be afforded the ability to review the classification determination if the review is based on the employee possessing qualifications that are not required for the position, performance, work load or volume, or duties that could be assigned in the future.

Process for submitting reviews:

- (1) The review process will be available until April 30, 2015; all reviews must be received by Human Resources timely to be considered.
- (2) Employees should first discuss classification concerns with their supervisor and Department Head. Employees wishing to engage in the review process must contact Human Resources to obtain a copy of their job description and the required Position Review Form to review.
- (3) The employee must complete the Position Review Form completely in order to be considered. The Department Head must review the form with the employee. Department Heads must certify that the submitted Position Review form accurately represents the content of the position with or without clarification.
- (4) Reviews that are approved and submitted to Human Resources will cost (\$250-\$300) to have the compensation consultant reevaluate the position if eligible. Departments requesting the review will be responsible for the cost of the review. If the review does not meet the criteria to review, the request will be denied.
- (5) Upon receipt of the review evaluation from the consultant the Human Resources Department will evaluate their recommendation for placement into the classification and compensation system. All employees submitting a review will be given the final decision in writing within 30 days of submitting the review.

The final decision on all reviews will be the responsibility of the Human Resources Manager.

Please contact Human Resources if you have any questions.