



**SALARY RECLASSIFICATION APPEAL FORM
INITIAL PLACEMENT IN 2025 SALARY STRUCTURE FOR
ADMINISTRATIVE PROFESSIONALS
(NON-PSE)**

Section 1: Initial Appeal Submission by Employee:

*Section 1 of this form must be completed by the employee and submitted to HR@ewu.edu **within 10 business days starting from date of receipt** of employee's notification of placement into 2025 Salary Structure for Administrative Professionals. **The appeal process is only to address only the salary grade in which an employee was placed.***

Employee Information

Full Name:

Employee ID:

Date of Appeal Submission:

Reason for Appeal

Please provide as much detail about your reason for appeal. Please attach separate document if necessary.

Supporting Documentation

Please attach any supporting documentation, such as performance reviews, market salary data, job descriptions, or other relevant materials that support your appeal.

Employee Signature:

Date:

Upon completion, please submit this form and relevant documentation to HR@ewu.edu with a copy to your Associate Vice President or comparable person or their designee.



Step 2: AVP/Designee Review (To be completed by the AVP or comparable person or their designee.)

Date Received:

Reviewed By:

*The AVP will review the appeal and meet with the employee within 5 business days and discuss the rationale for the employee's appeal and discuss any additional information needed. The AVP may request an extension from HR for extenuating circumstances. Requests for extension shall be submitted to HR@ewu.edu. **The appeal process is only to address only the salary grade in which an employee was placed.***

I have reviewed the information provided by the employee in this appeal. Based on my review:

1) Support the appeal.

2) Deny the appeal

Additional Information not included in employee's reason for appeal. Please attach separate document if necessary:

AVP/Designee Signature:

Date:

Upon completion, AVP will submit this form and relevant documentation to HR@ewu.edu.



Step 3: HR Review

HR will review the information provided by the employee and consider the input of the AVP/designee and compare with similarly situated positions. HR will provide relevant information to leadership to help ensure consistency across similarly situated positions.

Step 4: VP or AD Review

*The review should be completed within 5 business days after receiving the appeal. The executive leader may request an extension from HR for extenuating circumstances. Requests must be submitted in writing and directed to HR@ewu.edu. **The appeal process is only to address only the salary grade in which an employee was placed.***

Vice President/Athletic Director Comments:

- 1) Support the appeal. 2) Deny the appeal.

Executive Leader's Signature:

Date:

Step 5: Final Review and Decision by President's Designee

The President or designee will review the employee appeal, along all supporting documents and prior decisions.

The final decision will be submitted to Human Resources

- 1) Support the appeal. 2) Deny the appeal.

Review Date:

Salary Grade:

Reason for Decision:

President's Signature:

Date:



Step 6: Communication of Final Decision

Human Resources will facilitate the communication of the final decision on the appeal to the employee.

Date Employee Notified of Decision:

Final Decision Summary:

Effective Date for New Classification (if approved):

Confidentiality & Record Keeping:

All documents related to this appeal process will be maintained in the employee's file.