

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this procedure applies to them. In case of a conflict between the applicable CBA and these procedures, the provision in the CBA controls.

COMPENSATION /ADJUSTMENTS APPEAL

Procedure No.: EP 5-08
Revision No.: 2

Effective: 08/23/2004
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07/18/2018, 03/28/2019,
7/22/2021, 3/27/2024

OVERVIEW: This procedure outlines Alachua County's process allowing employees ability to appeal deductions the County may make from an employee's pay, collections of money owed by an employee to the County, or pay rates that an employee thinks were improper.

SCOPE: This procedure applies to all employees in permanent, budgeted positions of the Board.

PROVISIONS:

1. Procedure

- a. The County follows all local, state, and federal laws and ordinances regarding the payment of employees, the collection of money owed the County by employees and the appropriate method of deducting pay from employees.
- b. Prior to any reduction in pay rate, or reduction of pay to satisfy a loan, or any deductions from pay that the employee has not previously authorized, the employee will be notified of the intended action and provided an opportunity for a hearing, if requested.
- c. In the event an employee feels that the County has paid them incorrectly, or that the County has improperly deducted pay from the employee's regular paycheck or termination pay, or has improperly collected money from the employee's pay, they may utilize the appeal process below.

2. Advancements

- a. If an employee has received an advance on pay or a loan (e.g. computer purchase program) or County equipment issued for the individual's use (e.g. bunker gear) and upon separation has not repaid the advance in full, or returned the equipment in serviceable condition, the Department Director will initiate a collection from any remaining salary or leave accruals due to the employee and will notify the employee or former employee of the reason for the deduction.

3. Appeal Process

- a. If an employee notices that their rate of pay has been adjusted, or there has been a deduction or reduction that the employee feels is improper, the employee should immediately notify the departmental HR liaison of the pay discrepancy. If the pay discrepancy is not resolved to the employee's satisfaction within 30 calendar days, the employee may appeal the pay action in writing to their Department Director.
- b. Upon receipt of the written appeal, the Department Director has 14 calendar days to provide in writing the reason for the change in pay or the deduction, to the employee. If the Department Director finds that the pay issue was improper, they will notify the employee as to the date that the error will be corrected.
- c. If the employee is not satisfied with the Department Director's response, they have 10 calendar days from the date the response is dated, to appeal the action to the appropriate Administrating Official, or their designee.
- d. The Administrating Official, or their designee, will have 14 calendar days to review the Department Director's response to the appeal and render a final decision in writing to the employee.