

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

Policy No.: 5-25

Effective: 08/23/2004

Revision No.:

Review Date: 08/23/2005

COMPENSATION /ADJUSTMENTS APPEAL

OVERVIEW: This policy outlines Alachua County's process allowing employees a process 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 feels were improper or illegal.

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

PROVISIONS:

1. Policy

- 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 him/her incorrectly, or that the County has improperly deducted pay from the employee's regular pay check or termination pay, or has improperly collected money from the employee's pay, (s)he 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 his/her 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 liaison of the pay discrepancy. If the pay discrepancy is not resolved to the employee's satisfaction within 30 days, the employee may appeal the pay action in writing to his/her department director.

- b. Upon receipt of the written appeal, the department director has ten (10) working 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, (s)he 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, (s)he has five working days from the date the response is dated, to appeal the action to the appropriate Administrating Official, or his/her designee.
- d. The Administrating Official, or his/her designee, will have ten (10) working days to review the department director's response to the appeal and render a final decision in writing to the employee.

County Manager

County Attorney