



UNC WILMINGTON
CAREER BANDING DISPUTE RESOLUTION FORM

Career Banding Dispute Resolution Process:

The dispute resolution process allows employees to have salary adjustment decisions reconsidered by a source beyond the initial decision-maker.

Disputes which are eligible for reconsideration under this plan must be based on one of the following:

- Amount of salary adjustment is less than appropriate amount as determined through the Pay Factors.
No salary adjustment has been granted when application of the Pay Factors would support an adjustment.
The overall competency of the employee has not been appropriately evaluated.

Note: Salary decisions based on unavailability of funding are not eligible for consideration in the dispute resolution process.

Disputes must be filed in Human Resources within 15 days of the salary decision or competency assessment. All disputes will be screened by the Career Banding Coordinator for eligibility based on the factors as stated above. Eligible disputes are referred to the Career Banding Dispute Committee. The committee will recommend a resolution to the Provost, who will make the final decision which cannot be appealed beyond the University.

Please fill out the following information down to and including section I. B., then sign and date the form and forward to Human Resources.

Employee Name: Department:
Career Banded Classification:
Work Location: Immediate Supervisor:
Date Career Banding Dispute Filed:

I a. Please describe what is being disputed. (Attach additional sheets or documentation if needed)

b. Please describe the resolution you are seeking. (Attach additional sheets or documentation if needed)

Employee's Signature: Date:

II. Career Banding Coordinator's statement of eligibility: (Attach if needed)

Signature: _____ Date: _____

III. Recommendation by Career Banding Dispute Committee: (Attach if needed)

IV. Final Decision by Provost (attach if needed)

Signature: _____ Date: _____
Assistant to the Chancellor for Human Resource

Signature: _____ Date: _____
Provost