

BAND/JOB FAMILY APPEAL INSTRUCTIONS

- Appeal forms are available from the campus Office of Human Resources.
- The North Dakota University System Broadbanding information is available at: www.nodak.edu/broadbanding. The appeal should specifically address how the position's duties/responsibilities match the proposed band/job family specification.
- The completed appeal form must be received in the campus Office of Human Resources no later than 30 days from the date on which the band/job family decision was mailed or e-mailed.
- When the campus Office of Human Resources receives an appeal, they may reconsider their decision based on the additional information received from the appellant and the supervisor.
- If the appeal is unresolved, the campus Office of Human Resources will notify the chair of the HRC, who will facilitate the assignment of an appeal audit team from the HRC members. The campus Office of Human Resources will distribute the appeal documents to the chair of the HRC within 30 days of receiving the appeal form from the supervisor.
- A time is scheduled for the audit team to review the position with the appellant, the immediate supervisor, and the campus Office of Human Resources, including a review of the work site and clarification of the position's duties/responsibilities and tasks.
- The audit team will consider the applicability of all North Dakota University System bands/job families to the position, not only those previously discussed/considered.
- The audit team acts upon the appeal within 45 days of appointment and provides a written decision to the appellant/supervisor and the institution. This is the last step in the band/job family appeal process.

Established: March 2, 2005

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Sponsor: Human Resources Administrator