Appeal Procedures for Classification Downgrades
Related to the 2018 Evergreen Classification and Compensation Study

Classified employees who have had their positions downgraded due to the implementation of the 2018 Evergreen Classification and Compensation Study may appeal the determination as outlined in this procedure.

Downward reclassifications associated with the implementation of the Evergreen Classification and Compensation Study completed in 2018 shall be defined as a classification or pay grade allocation change for which the maximum pay rate of the pay grade is lower than the maximum pay rate of the position’s previous pay grade.

Appeal Steps:

1. Request for Secondary Review by Evergreen Consultants – Employees may request Evergreen to complete a second review of their positions if they disagree with the established classification or associated pay grade. Requests for review from Evergreen must be submitted using the form found at www.surveymonkey.com/r/PinellasCountyAppeals no later than September 24, 2018. This step is required for an employee to proceed through further steps of this appeal procedure.

2. If an employee is not satisfied with the outcome of Evergreen’s review, he or she may, within 15 calendar days of receiving Evergreen’s response, request an informal hearing with the Director of Human Resources, or the Director’s designee(s). The Director will attempt to schedule the informal hearing within 45 days of receiving the request.

3. If, after an informal hearing before the Director (or designee), the employee is still not satisfied with the reclassification or pay grade determination, he or she may, within 15 calendar days of receiving the Director’s response, request an opportunity to be heard by the Unified Personnel Board in accordance with Section 12 of the Appeal Procedures of the Pinellas County Unified Personnel Board.