



## Notice of Salary Adjustment Appeal Process

An employee who has received a Salary Adjustment Form notice may file an appeal to the Corporate Payroll Manager regarding the proposed recoupment and terms of the recoupment.

Central Office must receive an employee's appeal not later than one week of employee's receipt of the Salary Adjustment Form. If recoupment will be made in one lump sum from payroll or a vacation cash-out payment, then the employee must submit his/her appeal within 2 days to postpone the recoupment. Otherwise, the recoupment will occur and the employee may pursue the normal appeal process, after which the Research Foundation will make any appropriate adjustments to the recoupment.

The RF will reply to the employee's response within one week of receipt of the employee's response. The RF's response will address any issues raised by the employee in his or her response and will indicate whether the RF agrees or disagrees with the employee's position and the reason for agreement or disagreement.

The RF will provide the employee an opportunity to meet with the Corporate Payroll Manager within one week of the employee's receipt of the employer's reply to discuss any disagreements that remain regarding the deductions. The RF will notify the employee in writing of this opportunity to meet and discuss. If the employee fails to request an opportunity to meet with RF representatives, then the RF's initial response will serve as the final determination.

If the employee avails himself/herself of the opportunity to meet with RF representatives, the RF will provide the employee with written notice of the RF's final determination regarding the deductions within one week of this meeting. In making a final determination regarding the existence of an overpayment, the RF will consider the following:

- the agreed-upon wage rate paid to the employee and whether the alleged overpayment appeared to the employee to be a new agreed-upon rate of pay; and
- the issues raised in the employee's request regarding the amount of each deduction, as it relates to the amount of the deduction to be made per pay period and the date such deduction(s) shall commence.

During the pendency of the appeal and for three weeks after issuing the final determination, the RF will not commence recoupment. Where recoupment has already occurred, the RF will repay the employee for any deduction found to be

improper no later than the time period provided for payment of wages earned on the day of that determination.