



City of Kalispell

201 1st Ave East, Kalispell, MT 59903-1997

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AFSCME Request For Review of Salary Range

Employee requesting review:	Position requested to be reviewed:	Date:
Current Position with City:	Department:	Current supervisor:
Email address:		Contact Phone:
Current Fiscal Year Salary (Minimum to Maximum Range) found on Pay Matrix:		
Provide a brief explanation of why the salary range of the 10 comparison cities (5 above/5 below by population) is an inappropriate market rate for the position. Please provide supporting documentation to justify change.		
Provide the proposed salary range (Minimum to Maximum Range) requested:		

- I have read the June 22, 2014 Salary Plan Memorandum agreed to by the Labor/Management Committee explaining the process of how the salary plan was developed.
- The AFSCME Committee Representatives will first review the request for completeness and appropriateness, thereafter, if cleared by the AFSCME Committee Representatives; a meeting will be scheduled and brought before the Labor/Management Committee for consideration.
- I will be required to attend the meeting to answer questions related to the request.

Signed

Date

AFSCME Request for Review of Salary Range on City of Kalispell Pay Matrix

1. The employee must review the data and methodology that was used to develop the market salary for the respective position
2. Identify why it is believed that the original data used presents an inappropriate market rate for the respective position
3. Present a written request to an AFSCME member of the Labor/Management committee identifying:
 - a. Person requesting a market salary review
 - b. Position that is being requested to be reviewed
 - c. Current Fiscal Year salary range, minimum to maximum (as found on the pay matrix)
 - d. A brief explanation of why the salary range is an inappropriate market rate for the position
 - e. The proposed salary range being requested
 - f. Supporting evidence being used to justify the proposed salary range
4. AFSCME committee members will review the request to ensure its completeness and appropriateness
5. At the next labor/management meeting, or collective bargaining session, the request will be brought forward for review
 - a. Adequate time will be required to review the request, the information in the request, and any pertinent information related to the request
 - b. The employee submitting the request will be required to attend a Labor/Management committee meeting and answer questions related to the request and the respective market comparisons
6. The labor/management group will make a decision on the request for reclassification.
 - a. If the request is rejected, a decision letter signed by the labor/management group will be provided to the employee
 - b. If the request is approved, or approved with modifications, the labor management group will identify:
 - i. How the new market information transfers to a new range on the pay matrix
 - ii. How salary(ies) transfer to a respective step(s) on the pay matrix
 - iii. When the timing of amendments to the respective appendix(ies) are most appropriate to be processed