

**Salary Placement Dispute Form**

Directions: Use this form only if you want the Joint Hearing Panel to review a dispute regarding the denial of your educational credits and/or credited years of service for purposes of your placement on the salary schedule in effect at the beginning of the 2015-16 school year. Filing of this form triggers the Joint Hearing Panel process and constitutes a waiver of your right to file a grievance under the Collective Bargaining Agreement. If you utilize the Joint Hearing Panel process, their decision or the Superintendent's decision is final. Should you wish to file a grievance instead, please contact your Uniserv Director of the CCEA Office.

You must return this form and the accompanying documentation to the CCEA by no later than 5 p.m. on Friday, January 29<sup>th</sup> to submit a dispute regarding your placement in effect at the beginning of the 2015-16 school year.

Process:

- The "Joint Hearing Panel" consists of three administrators and three CCEA representatives who will consider your request.
- Disputes shall be adjudicated based upon any documentation/evidence you provide, interpretation of the relevant Collective Bargaining Agreement language and/or application of past practice. Please note that any collective bargaining agreements or arbitration decisions that affected salary placement are not inclusive of this appeal.
- If majority agreement cannot be reached, the Superintendent shall make the final decision regarding your placement.

Fill out the information below, and attach this sheet to the additional documentation requested:

First name: \_\_\_\_\_ Last name: \_\_\_\_\_ Last 4 of SS#: \_\_\_\_\_

Your cell/mobile phone: \_\_\_\_\_ Your school/site: \_\_\_\_\_

Your home address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Your current assignment and endorsement(s): \_\_\_\_\_

The number and type of credits and/or experience Human Resources has denied:

\_\_\_\_\_

The number and type of credits and/or experience you believe are missing and should be utilized:

\_\_\_\_\_

The general reason why you believe your credits or experience should be different from the decision made by Human Resources:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please attach:

- A more detailed explanation of why you believe your placement is incorrect.
- Any correspondence you provided to, or received from, Human Resources.
- Any additional documentation or information which supports your argument.

Return all documentation to CCEA by no later than 5 p.m. Friday, January 29, 2016.