

Procedures for Evaluating Positions in the Exempt Employee Group During the Annual Review Process

To initiate an annual family and phase review of a position in the exempt employee group, the following process will occur:

- The employee and/or manager submit an Annual Position Review Form (form is available on the Human Resources website) for an annual review to the Human Resources by **February 15**.
- The Exempt Salary Review Committee will review the submitted annual review forms along with the Exempt Criteria Matrix to determine the appropriate phase and family respectively.
- If the Exempt Salary Review Committee determines that the position is not appropriately placed, and if:
 - *If the existing placement is too low* in comparison to the appropriate family and phase determined by the Committee.
 - The position and salary will be adjusted to the appropriate family and phase effective March 1st of the current year.
 - *If the existing placement is too high* in comparison to the appropriate family and phase determined by the Committee
 - The position will be adjusted to the appropriate family and phase effective March 1st of the current year
 - The salary will be red-circled at its current level if the salary is above the maximum of the appropriate family and phase, effective March 1st of the current year. The salary will remain in place until such time as the job grows to a higher phase or changes to the existing salary ranges warrant a salary increase.

Human Resources will communicate in writing the results of the position review to the manager and the employee.