

Frequently Asked Questions

Update: May 10, 2006

Employee Letters/Appeals/Job Description Review

I did not receive a letter this week. What do I do? If you have not received your letter in the May 10 mail delivery, contact Dana Tucker, Compensation Specialist, at 223-7565 or via email at dtucker@austincc.edu to have one emailed to you.

Who do I ask if I have questions about the content of my employee letter? Your supervisor is your first point of contact.

I want to appeal my title, how do I do that? The appeal process is described in your letter. Go to the Compensation Study Website and download the Title Appeal Form. To download the form to your computer, click on the “Save a Copy” button and save the document to your computer. Fill in the form, save it, and print a copy for your supervisor to review. Just as with the PAQ form process, supervisors at different levels will have to approve the information on your appeal, and may add information to it. However, no one can change what you write.

My employee letter says there is no change to my title, can I appeal that? Yes. If you expected your title to change (or you expected your position to be reclassified), and it did not, you may provide additional updated information regarding your position to add to the information you submitted on your PAQ form.

My employee letter says my title changed. I don't like the new title, can I appeal it? No, an appeal should not be submitted just because an employee does not like the new title. The titles all meet certain title definitions. Appeals should be based on work performed, not personal preference.

My employee letter says that my FLSA exemption status is changing. Can I appeal that? No. ACC must comply with the federal law. However, some FLSA exemption changes are being reviewed by a labor lawyer to ensure compliance. If that is the case for your position, your supervisor will inform you when the review is completed.

I wanted to review my draft job description, how do I find it? The draft job descriptions are on the Compensation Study Website. They are listed alphabetically by the first word in the title. Example: Look under “S” for Senior Administrative Assistant, or under “C” for Computer Lab Support Technician.

What if I have suggestions to change or add to the content of my job description? Discuss your suggestions with your supervisor, who will forward your suggestions to HR Compensation. The Compensation Consultant will review all reasonable suggestions and decide if they are to be included in the job description.

When should job description suggestions be complete? All suggestions to revise job descriptions should be discussed with your supervisor and submitted to HR Compensation by the end of May.

When do the changes become effective? All changes to titles, FLSA status, and/or job descriptions will become effective on September 1, 2006 after the Board approves the FY07 budget.