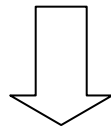


PAR Request and Appeal Process

Process

- 1.) Employee or supervisor completes PAR request form and submits it to HR Compensation

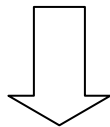


HR Compensation tracks the PAR

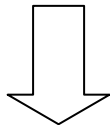
- 2.) HR Compensation forwards it to the next-level supervisor for review.



Approved or not the next level supervisor submits it to HR Compensation



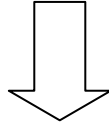
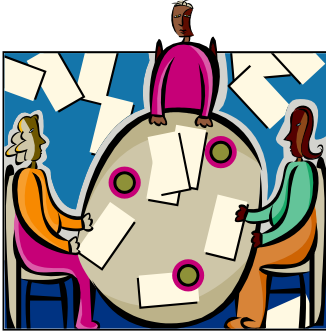
- 3.) The process repeats until HR Compensation sends it to the VP/EVP level.



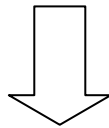
At each level the PAR is forwarded with or without approval, to the next level supervisor, from HR Compensation for tracking purposes. HR Compensation completes the analysis, reviews market data, market links, internal equity issues, and makes a recommendation to the VP/EVP.

Outcomes

- 1.) HR Compensation meets with the VP/EVP with a recommendation. PAR requests approved by the chain of command with which the HR Compensation analysis agrees will be processed, with retro pay if needed.



- 2.) PARS that were submitted but not approved for review at some level will be discussed within the supervisory chain (VP/EVP and employee's immediate supervisor) and HR Compensation. If the VP/EVP and HR Compensation don't agree, the issue will be brought to the PLT for a final decision.



- 3.) If the PAR remains unapproved, then HR Compensation notifies the employee and supervisor. The employee may appeal the decision. The employee, the immediate supervisor, HR and the EVP will meet to discuss the issues. The decision of HR and the VP/EVP is final.

