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OFFICE OF THE COMMISSIONERS
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Policy Title:	Merit Raise Appeal Procedure for Non-Union Employees
Effective Date:	12/28/2016
Revision Date:	07/14/2022
Reference(s):	

PURPOSE

Carroll County is committed to the highest standards of moral and ethical behavior by its employees, administrators, elected officials and the Board of County Commissioners. In order to have a fair and unbiased annual evaluation for merit pay raises, these guidelines will address how a nonunion employee may appeal their evaluation.

The purpose is to:

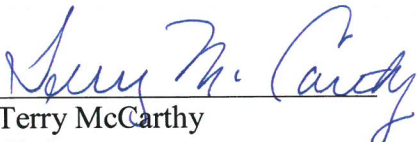
- Allow nonunion employees to appeal an annual evaluation given by their respective department head if the employee feels the appraisal is arbitrary, capricious, inaccurate and/or unfairly rated.
- The purpose of this is to receive a fair and just annual evaluation and to have an unbiased second review by the next level of supervision.

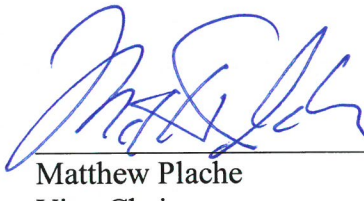
Guidelines


- The nonunion employee must meet with their department head to review their annual evaluation.
- If the employee feels that their evaluation is erroneous, a written response to the evaluation must be submitted to the evaluator within 10 days of receiving the evaluation.
- The employee and the evaluator/supervisor will meet within 10 workdays after receipt of the written appeal to review and discuss the employee's concerns. If the concerns are not resolved, the employee may then escalate the appeal to the next level of supervision in writing within 10 workdays. This level requires the employee to include (in the written appeal), information about the areas where there is

disagreement and examples of the performance in the defined areas and the desired outcome of the appeal.

- This level of supervision will meet within 7 workdays after the receipt to discuss the employee's concerns. Upon conclusion of the appeal review, the designated supervisor will respond to the employee in writing within 10 working days regarding the decision.
- If the employee still disagrees with the appraisal, the employee should indicate the desire to appeal by writing a letter indicating the reasons for their appeal to the Director of Human Resources within one week of the supervisor's decision.
- The Human Resources Director will meet with the employee and the supervisor to review the documentation provided by the employee and the supervisor within 10 workdays. No new documentation can be provided at this point.
- The Department of Human Resources will convey the result of the appeal to the employee and the department head within one week after the meeting. The decision is final.
- The Director of Human Resources will bring all appeals to the Board of Commissioners as informational. The BOC may reopen the appeal if desired.


Terry McCarthy
Chairman


Matthew Plache
Vice-Chairman


Kimberly Tessari
Clerk

Adopted 07/14/2022