

AN ORDINANCE ADOPTING THE ADMINISTRATIVE PROCEDURES FOR REVIEWING GRADE ASSIGNMENTS MADE TO JOB CLASSIFICATIONS AS A RESULT OF THE CLASSIFICATION AND COMPENSATION STUDY CONDUCTED BY MANAGEMENT ADVISORY GROUP (MAG).

BE IT ORDAINED BY THE COUNCIL OF THE LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT:

Section 1 - That the administrative procedures for review of grade assignments made to job classifications as a result of the classification and compensation study shall be as follows:

- a. An employee may request a review of his or her pay grade assignment by filling out an Administrative Review Form and securing the signatures of both the Division Director and the Commissioner. A copy of the Administrative Review form is attached as Exhibit A.
- b. An administrative review shall be conducted for any pay grade assignment that is brought forth to the Division of Human Resources by both the Commissioner and the applicable Director of the Division.
- c. All review requests of pay grade assignments shall be filed with the Division of Human Resources not later than October 31, 2014.
- d. Requests for review shall include the reason the review is being requested.
- e. A comprehensive review shall be conducted by the Division of Human Resources and shall include a study of all aspects of the grade assignment. The findings will be reviewed and approved by the Director of Human Resources.
- f. The following procedure shall take place prior to the review becoming final:
 1. The findings and decision shall be presented to the applicable Division Director and Commissioner of the Department in which the issue originated.
 2. If the Division Director and Commissioner agree with the findings and decision, the decision shall become final.
 3. If the Division Director and/or Commissioner disagree with the findings and decision, the matter may, at the request of the Commissioner and/or Division Director be referred to the Management Advisory Group International, Inc. for review and opinion. Any cost associated with the consultants' review

shall be the responsibility of the Department and/or Division that submitted the administrative review request.

4. The findings and opinion of the consultants shall become final unless there is an objection by the Director of Human Resources, the Division Director, or the Commissioner.
 5. If there is an objection, the Director of Human Resources shall request a review by the Chief Administrative Officer.
 6. The decision of the Chief Administrative Officer is final.
- g. All final decisions will be included in the next year fiscal budget process and will become effective July 1, 2015.

Section 2 - That this Ordinance shall become effective upon date of passage.

PASSED URBAN COUNTY COUNCIL:

MAYOR

ATTEST:

CLERK OF URBAN COUNTY COUNCIL
PUBLISHED:

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