

TITLE AND TOTAL COMPENSATION PROJECT (TTC) JOB TITLE APPEALS POLICY

Rationale/Purpose of the Policy

The University of Wisconsin-Madison (university) Title and Total Compensation Project (TTC) developed a 2021 Job Framework which will be implemented on November 7, 2021. The 2021 Job Framework has been established to meet the needs for employing staff with the mix of skills to meet the multiple missions of all university entities and to ensure that staff are appropriately and equitably classified. This new structure results in changes to existing employee's title of record. The TTC Job Title Appeals Policy provides a structured process through which employees may address and seek to resolve disagreements they may have with their TTC job title assignment.

The university retains the right to eliminate, change, and establish job titles or salary levels. In the event a new position is established, or an existing position is changed through the TTC Project title structure, the campus Office of Human Resources (OHR), in consultation with the college, school or division human resources, shall classify the position, determine the salary level and identify the appropriate rate of pay.

Definitions

Job Classification: The process of reviewing a job based on an objective analysis of its duties, knowledge, skills, and industry or field then assigning it to an organization's job framework.

Job Framework: An organization of jobs at UW-Madison into job groups and sub-groups.

Job Title: A title assigned to a job that describes the job's roles and responsibilities at the university. Job titles should be descriptive of the work and consistent with general market practices.

Position Description: A description of a specific job as it relates to an employee (i.e., position), which is based primarily on a standard job description. Position descriptions are used for many purposes including recruitment and performance evaluation.

Standard Job Description: A general set of responsibilities, without regard to any specific employee, that describes work performed, the role and impact to the organization. Standard job descriptions are primarily used for market pricing and salary structure design and maintenance.

Title of Record: An employee's official job title. It is the title associated with the employee's standard job description

Scope

University of Wisconsin-Madison academic, limited and university staff paid employees, full- or part-time, who received a new TTC job title assignment as a result of the TTC Project.

Policy Details

Policy Summary

The university TTC Project Job Title Appeals Policy outlines the internal university process for good-faith review and resolution of job title appeals filed by university employees following the implementation of the 2021 Job Framework (Framework). While the university has developed this formal internal appeals process, employees should first seek resolution through informal discussions with their immediate supervisors and divisional human resources offices. If these discussions do not resolve the matter to the employee's satisfaction, the employee may appeal the TTC job title assignment, following the process defined in this policy.

Section A – Overview

I. Process

The following appeals process shall address and seek to resolve any employee disagreement with their TTC job title assignment resulting from implementation of the 2021 Job Framework. If the employee seeks to appeal, the employee must follow the steps in the order identified in this policy.

II. Appealable Issue

TTC job title assignment, specifically whether the majority of the work an employee performs falls within the scope of the assigned standard job title and standard job description.

III. Non-Appealable Issues

- a. The assignment of the salary grade/range of the official title.
- b. The title assigned to the standard job description.
- c. The language included in the standard job description.
- d. Assignment of the status of the standard job description as exempt or non-exempt under the Fair Labor Standards Act.
- e. The methodology used to determine the assignment of the position to the standard job description.

IV. Relief

If changes to a TTC job title assignment are made as a result of the appeal, the TTC job title assignment will be changed effective upon implementation of the 2021 Job Framework. Any changes in compensation as a result of the TTC job title assignment change will be done in accordance with [UW-5023 Salary Adjustments](#).

Until the appeal is resolved, the employee will remain in the TTC job title assigned to them at the initial implementation.

V. General Requirements

- a. Time Limits. An employee initiates a formal appeal by submitting a TTC Title Appeal Request Form via the TTC Automated Title Appeals System or to the identified representative and within the time limits established at each step in the process (Section B).
 - i. If an employee fails to observe the time limits established for any stage, the appeal will be considered resolved.
 - ii. If the university fails to observe the time limits for any stage, the employee may move on to the next stage within the designated time limits unless extended upon mutual agreement between the employee and the noted representative in the identified step.
 - iii. The employee's first line supervisor, divisional human resources representative, and/or the OHR will schedule all formal reviews throughout the appeals process.
- b. Appeal Contents. A formal appeal must be filed using the TTC Automated Title Appeal System or a paper Appeals Application may be submitted to the Divisional Human Resources Office.

Failure to submit the form with all identified information by the filing date may cause an appeal to be denied.

- c. Receipt of Appeal. Receipt of an appeal for purposes of meeting timeline requirements at each step is determined by the following:
 - i. date stamp on the appeals form (if hand delivered)
 - ii. digital timestamp (if filed electronically)
 - iii. envelope postmark (if delivered by U.S. Mail)
- d. Appeals Attendance. The appeals meetings shall be scheduled during the employee's normally scheduled work hours. The employee shall attend the meetings without loss of pay. The employee may choose to submit a written statement in lieu of attending the appeals meetings.
- e. Changes to the Standard Job Description Library after November 7, 2021:
 - i. If OHR changes or adds a standard job description after November 7, 2021 but the change is effective November 7, 2021, employees will be provided an opportunity to use the appeal process for the new or revised standard job description.
 - ii. There will be an appeals timeline announced on the [TTC Job Title Appeals website](#) for standard job descriptions that are changed or added.

Section B – Process

I. Step 1: Informal Resolution

- a. Purpose: The informal resolution process is an opportunity for the employee to have a discussion with their manager, supervisor or department/divisional human resources regarding their concerns before initiating a formal review process.
- b. Timing: The informal resolution process can take place up until seven days prior to the deadline to advance the appeal to Step 2.
- c. Role of Employee: An employee who feels that they have an appealable issue should first discuss the issue with their immediate supervisor. Both parties should make every effort to resolve the issue at this informal stage. The employee may also contact the department/divisional human resources office for additional guidance or assistance during the informal resolution process. If an employee conversation was held as part of the TTC Project, the request is fulfilled.
- d. Role of Employer: The university will make a good faith effort to informally resolve a problem brought to its attention through discussion and communication with the department or unit involved and with other university officials. The manager, supervisor or department/divisional human resources will attempt, in good faith, to secure translation services for non-English language speaking employees.

II. Step 2: Supervisor and/or Divisional Human Resources Representative

- a. Purpose. Step 2 is designed to resolve an appeal by informing administration within the college, school, or division of an employee's disagreement of the TTC job title assignment decision.
- b. Timing of Appeals Submission. An employee must submit a written appeal to the employee's first line supervisor or divisional human resources representative by the deadline date identified on the [TTC Job Title Appeals website](#) utilizing the TTC Automated Title Appeals System or via paper form to the identified divisional representative.
- c. Attendance. The employee may request or be asked to attend a Step 2 meeting with a divisional human resource representative and the employee's first line supervisor to review the appeal. The employee may choose not to attend the meeting and/or may submit a written statement in lieu of attending the appeal meeting.
- d. Timing of Answer. The divisional human resources representative will provide a written decision via the TTC Automated Title Appeals System to the employee by the deadline date identified on the [TTC Job Title Appeals website](#). This timeline may be extended upon mutual agreement between the employee and the supervisor and/or divisional human resources representative or

good cause as articulated by the Divisional Human Resources Office. The written decision will include instructions on how to appeal the decision move to Step 3 if a resolution was not reached.

III. **Step 3: Compensation Team in the Office of Human Resources (OHR)**

- a. Purpose. Step 3 is designed to resolve an appeal by informing OHR/Compensation of an employee's disagreement of the TTC job title assignment.
- b. Timing of Appeals Submission. An employee must submit a written notification to their divisional human resources office by the deadline date identified on the [TTC Job Title Appeals website](#) if they disagree with the decision in Step 2 decision and wish to appeal to OHR/Compensation. This submission of the appeal to OHR/Compensation will be done via the TTC Automated Title Appeals System.
- c. Attendance. The employee may be asked to attend a meeting with OHR/Compensation, along with the employee's first line supervisor, and/or divisional human resources representative, but a formal meeting is not required at this step. The employee may choose to submit a written statement in lieu of attending the appeals meetings.
- d. Timing of Answer. A member of the OHR/Compensation Team shall provide a written decision via the TTC Automated Title Appeals System to the employee by the deadline date identified on the [TTC Job Title Appeals website](#). This deadline may be extended upon mutual agreement between the employee and the Office of Human Resources or good cause as articulated by the Office of Human Resources. The written decision will include instructions on how to appeal the decision to Step 4 if a resolution was not reached

IV. **Step 4: TTC Job Title Appeals Panel**

- a. Purpose of the Panel. Step 4 is a review by a 3-person TTC Job Title Appeal Panel which provides the employee with a third-party review. The panel will review the appeal and will decide to take one of the following actions regarding the job title decision made in Step 3.
 - i. Agree with the decision in Step 3
 - ii. Disagree with the decision in Step 3
 - iii. Modify the decision in Step 3
- b. Timing of Appeal Submission to Panel. If the employee is not satisfied with the decision in Step 3 or if the OHR Compensation Team fails to respond by the deadline date identified on the [TTC Job Title Appeals website](#), the employee may appeal to Step 4 of the process. The Step 4 appeal must be submitted by the deadline date identified on the [TTC Job Title Appeals website](#). If the employee does not submit a Step 4 appeal by the deadline date identified on the [TTC Job Title Appeals website](#), the matter will be considered settled and will not be eligible for further appeal.
- c. Selection. The TTC Job Title Appeals Panel shall be selected by OHR, in consultation with impacted shared governance groups. The panel shall consist of the following:
 - i. OHR/Compensation Team member who was not the decision maker from Step 3.
 - ii. College/school/division Human Resources Director or designee who was not the decision maker in Step 2. An alternate Human Resources Director or designee from another division may serve on the panel.
 - iii. Shared Governance member who is from employee's same employment category (i.e., academic or university staff)
- d. Panel's Decision. After conducting a full review of the appeal, the panel will issue a written decision provided to the employee via the TTC Automated Title Appeals System by the deadline date identified on the [TTC Job Title Appeals website](#). This deadline may be extended upon mutual agreement between the employee and panel or good cause as articulated by the panel. The panel's decision is considered final unless the panel overturns or modifies the Step 3 decision. Disagreements over a position title of record are not subject to any of the University of Wisconsin-Madison's grievance policies or appeals processes.

V. **Step 5: Chief Human Resources Office (CHRO)**

- a. Purpose. Step 5 provides a final administrative review of the 3-person TTC Job Title Appeals Panel decision, if the panel overturns or modifies the decision made in Step 3. If the panel overturns or modifies the Step 3 decision, the appeal is moved to Step 5 and forwarded to the Chief Human Resources Office (CHRO) for review. All documentation from the previous appeal steps including the written decision by the panel, shall be forwarded to the CHRO for consideration.
- b. Administrative Review. The CHRO will review the record created by the panel, recommend findings and a decision, and transmit the decision for final action. The CHRO may confirm the panel's decision or direct a different decision. No further appeal is available.
- c. Decision. After conducting a full review of the appeal on the record, the CHRO will issue a written decision provided to the employee via the TTC Automated Title Appeals System by the deadline date identified on the [TTC Job Title Appeals website](#). This timeline may be extended upon mutual agreement between the employee and the CHRO or good cause as articulated by the CHRO. The CHRO's decision is final and binding and may not be appealed or be subjected to further review within the provisions of this policy. Disagreements over a position title of record are not subject to any of the University of Wisconsin-Madison's grievance policies or appeals processes.

Consequences for Non-Compliance

Failure by the appellant to comply with this policy will result in an appeal being denied.

Failure by the employer to comply with this policy will result in the appeal being automatically forwarded to the next step in the process. If the failure occurs in Step 5, the decision made at Step 4 will be the final decision.

Responsibilities

OHR Compensation

- Maintains policy and collaborates with deans and directors to ensure this policy is complied with across campus
- Serves as campus expert on the policy and provides procedural assistance for employees in the filing of an appeal
- Develops policy tools and support
- Ensures that divisions comply with the policy

Dean/Director

- Ensures that the division human resource representatives and supervisors comply with the provisions of the policy

**College/School/Division
HR**

- Implements, monitors, and maintains policy that complies with this policy and supports employee and organizational needs
- Consults with the Office of Human Resources as needed
- Ensures the division supervisors and employees are knowledgeable about the policy

Supervisor

- Understands the policy and process
- Completes all elements necessary in the case that an appeal is filed for an employee in compliance with this policy in a timely manner

Employee

- Understands the policy and process
- Initiates appeal in a timely manner if needed

Related UW–Madison Policies

[UW-5023 Salary Adjustments](#)

Related UW–Madison Documents

[TTC Title Appeal Request Form \(English\)](#)

- [Spanish / Español](#)
- [Hmong / Hmoob](#)
- [Tibetan / བོད་སྐད་](#)
- [Chinese / 中文](#)

External References

Link to [TTC Automated Title Appeals System](#)

Policy Administration

Approval Authority

Vice Chancellor for Finance and Administration

Policy Manager

Chief Human Resources Officer & Associate Vice Chancellor

Policy Contact(s)

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Policy History	
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Next Review	

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Reviewed Dates