PURPOSE OF JOB CLASSIFICATION APPEALS

The Job Classification Appeals process allows an employee who believes their assigned official title (title of record) is incorrect to request review of their title.

What can be appealed?
- An employee's job title

What cannot be appealed?
- An employee’s salary
- A job title’s assigned salary range
- Language of an employee’s position description
- Titles assigned to standard job descriptions
- Language of standard job descriptions
- An employee’s exempt/non-exempt status as it relates to the Fair Labor Standards Act (FLSA)

JOB CLASSIFICATION APPEALS STEPS

Step 1: Informal Resolution
Step 2: Dean/Director
Step 3: Central OHR
Step 4: Job Classification Appeals Panel
Step 5: UW—Madison Chief HR Officer

The Job Classification Appeals Policy and Title Appeal Request Form can be viewed and downloaded on the TTC website in Spring of 2020.

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