



## Learning Series

## Job Classification Appeals Process

### 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?	<ul style="list-style-type: none"> <li>An employee's salary</li> <li>A job title's assigned salary range</li> <li>Language of an employee's position description</li> <li>Titles assigned to standard job descriptions</li> <li>Language of standard job descriptions</li> <li>An employee's exempt/non-exempt status as it relates to the Fair Labor Standards Act (FLSA)</li> </ul>
When can an employee appeal?	Employees can begin the appeals process after receiving their notification letters in May 2020.

### JOB CLASSIFICATION APPEALS STEPS



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