# 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.

<table>
<thead>
<tr>
<th>What can be appealed?</th>
<th>An employee’s job title</th>
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| 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

1. **Step 1**
   - Informal Resolution
2. **Step 2**
   - Dean/Director
3. **Step 3**
   - Central OHR
4. **Step 4**
   - Job Classification Appeals Panel
5. **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 later in 2021.

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