**PURPOSE OF JOB TITLE APPEALS**

The Job Title 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) |

| When can an employee appeal? | Employees can begin the appeals process after receiving their notification letters in 2021. |

**JOB TITLE APPEALS STEPS**

1. **Step 1** Informal Resolution
   - If not resolved

2. **Step 2** Supervisor & Divisional HR
   - If not resolved

3. **Step 3** Central OHR
   - If not resolved

4. **Step 4** Title of Record Appeals Panel
   - If Step 4 overturns Step 3

5. **Step 5** UW—Madison Chief HR Officer

The Job Title Appeals Policy and Title Appeal Request Form can be viewed and downloaded on the TTC website in 2021.

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