



Learning Series

Job Title Appeals Process

PURPOSE OF JOB TITLE APPEALS

The Title of Record 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)

When can an employee appeal?

Employees can begin the appeals process after receiving their notification letters in 2021.

TITLE OF RECORD APPEALS STEPS



Once available, the Job Title Appeals Policy and Title Appeal Request Form will be posted the TTC Project website.