



Title and Total Compensation (TTC) Project Job Title Appeals

If you were assigned a new job title (title of record) during the Title and Total Compensation (TTC) Project, you may submit a job title appeal if:

- You believe your new official job title and standard job description (SJD) do not match your current duties, and
- Another standard job description (SJD) matches your duties more closely

Requirements

- You can only submit an appeal from November 22 to December 31, 2021*. Appeals after this time will not be considered.
*Extensions may be granted based on individual circumstances.
- Before you appeal, you must seek to resolve your request with your immediate supervisor and local Human Resources Office.
- You must provide the reason for the appeal.

The following cannot be appealed:

- The salary grade assigned to your official title
- The salary range assigned to your official title
- Your salary as a result of TTC Project implementation
- The title assigned to the standard job description (SJD)
- The language included in the standard job description (SJD)
- Your exempt or nonexempt status under the Fair Labor Standards Act (FLSA)
- The method used to determine the assignment of your title and standard job description (SJD).

Instructions

This paper version of the *Job Title Appeals Application* is available for employees who do not have access to technology or need a translated copy. The information on this application will be entered and submitted through the online Automated Title Appeals system by your Divisional Human Resources Office. You will receive emails notifying you of the status of your appeal and will need to use the online application for appeal steps beyond the initial submission.

You must provide the reason for the appeal by entering it on the application form or by providing a separate document with this information.

Submit this application and any other documents you would like to include (up to 3 max) to your Divisional Human Resources Office.

All paper applications must be submitted to your Divisional Human Resources Office no later than 11:59 p.m. on December 31, 2021.



Job Title Appeals Application

If you would like to appeal your job title (title of record) assigned during the Title and Total Compensation (TTC) Project, you may submit your appeal using this application.

After completing this application, submit this and any other documents you would like to include to your Divisional Human Resources Office. **All paper applications must be submitted to your Divisional Human Resources Office no later than 11:59 p.m. on December 31, 2021**

Name: _____ Employee ID: _____
(First) (Last)

Division Name: _____ UDDS: _____

Previous Job Title: _____

Current Job Title: _____

Current Job Code: _____

The **Proposed Job Title** must be a title currently available in the Title and Standard Job Description (SJD) Library. Review the titles in the library and record your proposed job title below.

Proposed Job Title: _____

A written **Appeal Justification** is required. Your justification can be entered in the section below or you can attach a separate piece of paper.

I have engaged in an informal discussion with my manager, supervisor and/or department/divisional human resources to share my concerns with my new official TTC Job Title.

YES or NO - I would like to request a meeting with a divisional human resources representative and my supervisor to review my appeal.

Employee Signature: _____ Date: _____

This application must be submitted to your Divisional Human Resources Office no later than 11:59 p.m. on December 31, 2021.

Job Title Appeals Process

The dates identified below indicate the expected timeline for appeal resolution, however the timeline may be revised depending on the individual circumstances of each appeal. These dates also overlap to allow for a rolling process of employee submission and responses to decisions.

STEP 1

November 7 – December 10, 2021: Informal Resolution

Use this time to share your thoughts with your manager, supervisor, or department/divisional human resources to seek a resolution. You may have already completed this step during your employee conversation or since that discussion. If after completing Step 1 you chose to move forward to Step 2 with the submissions of the *Job Title Appeals Application*, you will indicate your completion on Step 1 on the form.

STEP 2

November 22 – December 31, 2021: Employees May Submit a Formal Appeal for Supervisor and/or Divisional Human Resources Representative Review

Step 2 is designed to resolve an appeal by informing the administration within your college, school, or division of your disagreement with the TTC job title assignment through the submission of the *Job Title Appeals Application*. During Step 2, you may request, or be asked to attend, a meeting with a divisional human resource representative and your supervisor to review the appeal. This is the only time in the appeals process when you can request a meeting.

Decision: November 22, 2021 – February 11, 2022 - Your divisional human resources office will provide you with a written decision via the online Automated Title Appeals System. You will receive an email notifying you to check the system for the decision. If a resolution is not met during this step, the written decision will include instructions on how to appeal the decision and advance to Step 3.

STEP 3

November 22, 2021 – February 18, 2022: Employees May Request to Advance Their Appeal to the Compensation Team in the Office of Human Resources (OHR)

Step 3 is designed to resolve an appeal by informing the Compensation Team in the Office of Human Resources (OHR) of your disagreement of the decision made at Step 2. To initiate Step 3, you must follow the instructions provided with the Step 2 decision utilizing the TTC Automated Title Appeals System. **This action must be taken by February 18, 2022. If you do not submit a Step 3 appeal by February 18, 2022, the matter will be considered settled and will not be eligible for further appeal.**

You may be asked to attend a meeting with Compensation Team/OHR, along with your supervisor, and/or divisional human resources representative, but a formal meeting is not required at this step. You may choose to submit a written statement instead of attending the appeals meetings.

Decision: November 22, 2021 – April 29, 2022 - A member of the Compensation Team/OHR will provide you with a written decision via the TTC Automated Title Appeals System. You will receive an email notifying you to check the system for the decision. If a resolution is not met during this step, the written decision will include instructions on how to appeal the decision and advance to Step 4.

STEP 4

February 11, 2022 – May 6, 2022: Employees May Request to Advance Their Appeal to the TTC Job Title Appeals Panel

If you are not satisfied with the decision in Step 3 you may appeal to Step 4 of the process. Step 4 is a review by a the TTC Job Title Appeal Panel which will provide you with a third-party review. The TTC Job Title Appeals Panel shall be selected by OHR, in consultation with impacted shared governance groups. The panel will consist of the 3 members from each of the following:

- **Compensation Team/OHR member** who was not the decision maker from Step 3.
- **College/school/division Human Resources Director or designee** who was not the decision maker in Step 2. An alternate Human Resources Director or designee from a division (other than the employee's division) may serve on the panel.
- **Shared Governance member** who is from employee's same employment category (i.e., academic or university staff). This individual will be selected by the appropriate Shared Governance body.

This panel will review your appeal and decide to take one of the following actions regarding the job title decision made in Step 3.

- Agree with the decision in Step 3
- Disagree with the decision in Step 3
- Modify the decision in Step 3

To initiative Step 4, you must submit your appeal via the online Automated Title Appeals System by May 6, 2022. **If you do not submit a Step 4 appeal by May 6, 2022, the matter will be considered settled and will not be eligible for further appeal.**

Decision: February 18, 2022 – July 1, 2022 - After conducting a full review of your appeal, the panel will issue you a written decision via the TTC Automated Title Appeals System. The panel's decision is considered final unless the panel overturns or modifies the Step 3 decision. Disagreements over a position title of record are not subject to any of the University of Wisconsin-Madison's grievance policies or appeals process.

STEP 5

February 18, 2022 – July 31, 2022: Chief Human Resources Officer (CHRO) Reviews Decisions Overturned or Modified by the TTC Job Title Appeals Panel

If the panel overturns or modifies the Step 3 decision, the appeal advances to Step 5, the final step of the appeals process. In Step 5, the Chief Human Resources Office (CHRO) will review all documentation from the previous appeal steps, recommend findings and a decision, and advance the decision for final action. This decision may confirm the panel's decision or direct a different decision.

Decision: After conducting a full review of the appeal on the record, the CHRO will provide you with a written decision via the TTC Automated Title Appeals System. This decision will be considered final and binding and may not be appealed or be subjected to further review within the provisions of the TTC Job Title Appeals Policy.