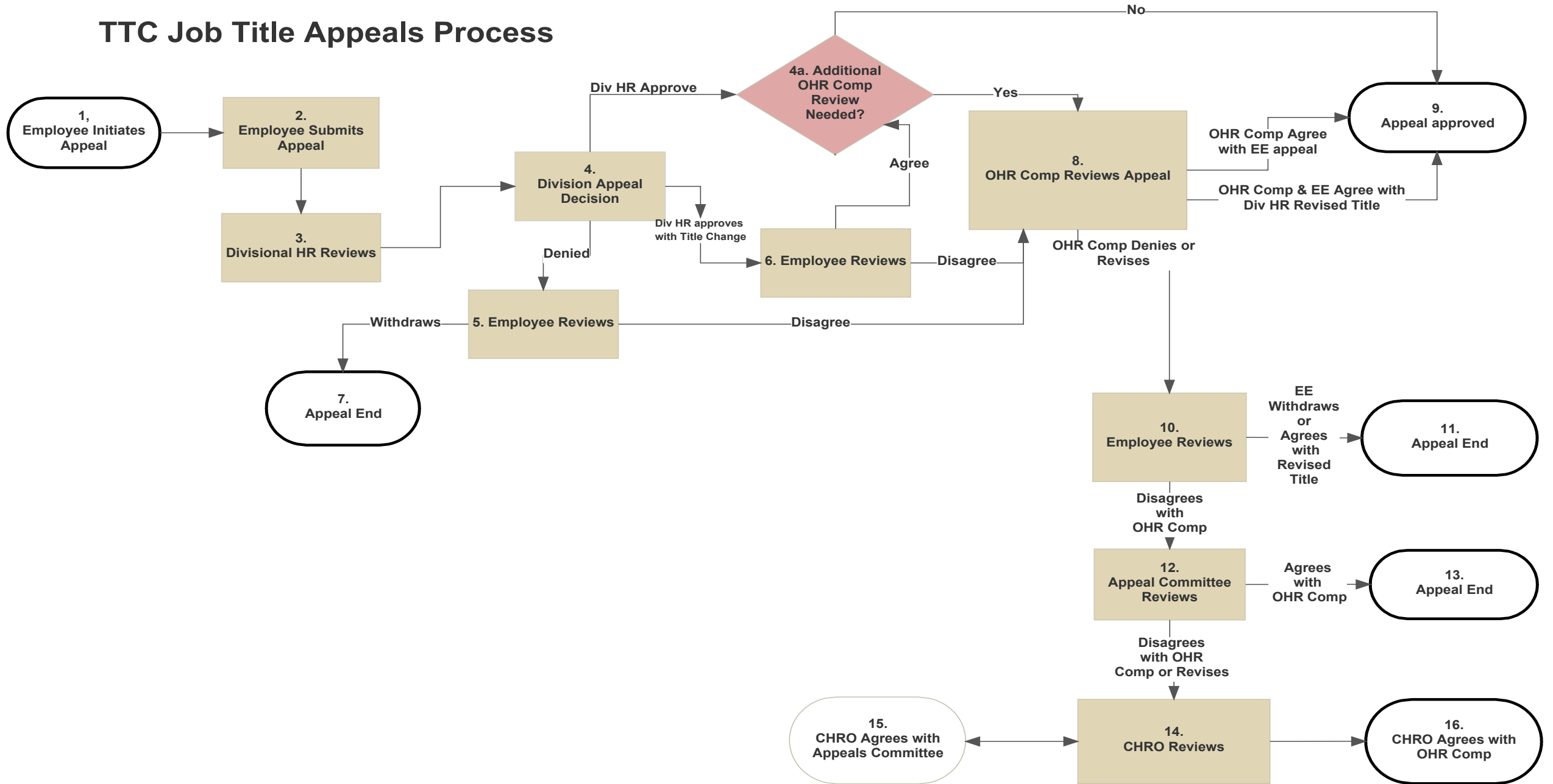


# Employee Guide to TTC Job Title Appeals

## TTC Job Title Appeals Process



Box #	Action Step	Dates*	Details	Status in Online System	Notes
<b>STEP 1</b>					
<b>Not on graphic</b>	<b>Employee</b> seeks informal resolution	11/7/21 – 1/28/22	<b>Employee</b> reaches out to manager, supervisor, or department/divisional human resources to seek a resolution.	Not part of automated process	<p><b>Supervisor/Division HR</b> make time for a good-faith review and resolution via discussion with employee.</p> <p>If <b>Supervisor/Division HR</b> and <b>employee</b> come to a resolution with a title change, <b>Division HR</b> collaborates with the Office of Human Resources (OHR) to process changes.</p> <p>If no resolution is reached, the <b>employee</b> makes decision to proceed with appeal or not.</p>
<b>STEP 2</b>					
<b>1</b>	<b>Employee</b> Initiates Appeal	11/22/21 – 2/4/22	<p><b>Employee</b> decides to submit formal appeal to Divisional HR.</p> <p><b>Employee</b> may upload up to (3) supporting documents to the application. They may request documentation from their <b>supervisor or Division HR</b>.</p>		N/A
<b>2</b>	<b>Employee</b> Submits Appeal	By 2/4/22	<p><b>Employee</b> completes the Job Title Appeals Application, either online or on paper.</p> <p>If <b>employee</b> has more than one active appointment, they must select the appointment that is being appealed.</p> <p>Application fields require the <b>employee</b> to:</p> <ul style="list-style-type: none"> <li>• Select proposed new job title from drop-down list</li> <li>• Justify appeal via open textbox or document attachment (PDF). <ul style="list-style-type: none"> <li>○ If only Document Attachment is used, employee <b>must</b> enter “See Attached” in open textbox</li> </ul> </li> </ul>	Draft, Entered, or Approved based on employee progress towards completion	<p><b>Employee</b> receives email notification acknowledging that the application was submitted.</p> <p><a href="#">Email to Employee</a>  <i>Sent to:</i> Employee  <i>Email Subject:</i> TTC Title Appeal for &lt;Insert Name&gt; has been submitted</p> <p><b>Division HR</b> receives an email notification alerting them to the employee’s appeal submission.</p> <p><a href="#">Email to Division HR</a>  <i>Sent to:</i> Division HR  <i>Email Subject:</i> TTC Title Appeal for &lt;Insert Name&gt; has been submitted</p>

\*Dates indicate the expected timeline for appeal resolution; however, the timeline may be revised depending on the individual circumstances of each appeal.

			<ul style="list-style-type: none"> <li>Acknowledge engagement in informal resolution process with supervisor or others</li> </ul> <p><b>Employee</b> can request meeting with <b>Division HR and supervisor</b>. This will be requested by checking a box in the application.</p> <p><u>To Submit:</u></p> <p>1. <b>Employee</b> enters appeal documents in online application.</p> <p>2. <b>Employee</b> submits paper application to Division HR Office to enter or may ask someone else to submit on their behalf (must have Employee ID)</p> <p>Email notifications sent to <b>employee and Division HR</b>.</p>		
3	Division HR Review	11/22/2 - Date to be determined	<p><b>Division HR</b> reviews employee's Job Title Appeal Application with:</p> <ul style="list-style-type: none"> <li>Appeal Justification</li> <li>Previously uploaded supporting documents</li> </ul> <p>If employee requested a meeting with Division HR and supervisor, <b>Division HR</b> will contact the employee to schedule that meeting.</p>	Division HR Review	N/A
4	Division HR Appeal Decision	11/22/21 - Date to be determined	<p><b>Division HR</b> makes one of the following decisions:</p> <ul style="list-style-type: none"> <li>Division HR Approves</li> <li>Division HR Denies</li> <li>Division HR Approves with different title</li> </ul> <p><b>Division HR</b> will do one of the following based on the decision:</p>	<p>Division HR Approves</p> <p>Division HR Denies</p> <p>Division HR Approved with Different Title</p>	<p><b>Division HR</b> will not make a decision on appeal until after an employee requested meeting is held.</p> <p><b>Employee and Division HR</b> receive email notification based on Division HR decision.</p> <p><u><a href="#">Division HR Denies Appeal</a></u>  <i>Sent to:</i> Employee, Division HR  <i>Email Subject:</i> TTC Title Appeal for &lt;Insert Name&gt; has been denied by Division HR</p>

\*Dates indicate the expected timeline for appeal resolution; however, the timeline may be revised depending on the individual circumstances of each appeal.

			<ul style="list-style-type: none"> <li>• Division HR Approves – go to <b>Box 4a, Additional OHR Comp Review Needed</b>, to determine if additional review is needed.</li> <li>• Division HR Denies – go to <b>Box 5, Employee Reviews</b> Division HR Approves with different title – go to <b>Box 6, Employee Reviews</b></li> </ul> <p>Email notifications sent based on Division HR decision.</p>		<p><b><u>Division HR Approves but with Different Title</u></b>  <i>Sent to:</i> Employee, Division HR  <i>Email Subject:</i> TTC Title Appeal for &lt;Insert Name&gt; has been revised by Division HR</p>
<b>4a</b>	<b>Automated system</b> determines if additional review needed by OHR.	11/22/21 - Date to be determined	<p><b>Automated Appeals system.</b></p> <p>If additional review <u>is needed</u> by OHR, go to <b>Box 8, OHR Compensation (Comp) Reviews Appeal</b></p> <p>If additional review <u>is not needed</u> by OHR, go to <b>Box 9, Appeal Approved</b></p> <p>Email notifications sent based on specific decision.</p>	N/A	<p><b>Employee, Division HR, and OHR Compensation (Comp)</b> receive email notification.</p> <p><b>If additional review <u>is needed</u> by OHR <u>and</u>:</b></p> <p><b><u>Division HR Approves Appeal</u></b>  <i>Sent to:</i> Employee, Division HR  <i>Email Subject:</i> TTC Title Appeal for &lt;Insert Name&gt; has been approved by Division HR</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p><b><u>Employee agrees with Division HR Decision to Revise Title</u></b>  <i>Sent to:</i> Employee, Division HR, OHR Comp  <i>Email Subject:</i> TTC Title Appeal for &lt;Insert Name&gt; has been completed by the employee</p> <p><b>If additional review <u>is not needed</u> by OHR <u>and</u>:</b></p> <p><b><u>Division HR Approves Appeal</u></b>  <i>Sent to:</i> Employee, Division HR, OHR Comp  <i>Email Subject:</i> TTC Title Appeal for &lt;Insert Name&gt; has been approved by Divisional Human Resources</p> <p style="text-align: center;"><b><u>OR</u></b></p> <p><b><u>Division HR Approves but with Different Title</u></b>  <i>Sent to:</i> Employee, Division HR  <i>Email Subject:</i> TTC Title Appeal for &lt;Insert Name&gt; has been revised by Division HR</p>

\*Dates indicate the expected timeline for appeal resolution; however, the timeline may be revised depending on the individual circumstances of each appeal.

5	Employee Reviews Division HR Decision: <u>Denied</u>	11/22/2 - Date to be determined	<p><b>Employee</b> reviews the email notification with the decision from Division HR.</p> <p><b>Employee</b> selects one of the following:</p> <ul style="list-style-type: none"> <li>• Accept and Withdraw</li> <li>• Disagree</li> </ul> <p>If <b>employee accepts and withdraws</b> go to <b>Box 7, Appeal End</b></p> <ul style="list-style-type: none"> <li>• Email notification acknowledges appeal process has ended due to employee accepting Divisional HR review assessment</li> </ul> <p>If <b>employee disagrees</b> go to <b>Box 8, OHR Comp Reviews Appeal</b></p> <ul style="list-style-type: none"> <li>• Email notification acknowledges submission of appeal to OHR Comp</li> </ul>	Division HR Denies	<p><b>Employee, Division HR, and OHR Comp</b> receive email notification based on employee decision.</p> <p><a href="#"><u>Employee agrees (withdraws) with Division HR Decision</u></a>  <i>Sent to:</i> Employee, Division HR, OHR Comp  <i>Email Subject:</i> TTC Title Appeal for &lt;Insert Name&gt; has been completed by the employee</p> <p><a href="#"><u>Employee disagrees with Division HR and submits appeal for OHR Comp review</u></a>  <i>Sent to:</i> Employee, Division HR, OHR Comp  <i>Email Subject:</i> TTC Title Appeal for &lt;Insert Name&gt; has been submitted</p>
6	Employee Reviews Division HR Decision: <u>Approved with Title Change</u>	11/22/2 - Date to be determined	<p><b>Employee</b> reviews the email notification with the decision from Division HR.</p> <p><b>Employee</b> selects one of the following:</p> <ul style="list-style-type: none"> <li>• Accept and Withdraw</li> <li>• Disagree</li> </ul> <p>If <b>employee accepts and withdraws</b>, go to <b>Box 4a, Additional OHR Comp Review Needed</b>, to determine if additional review is needed.</p> <ul style="list-style-type: none"> <li>• Email notifications follow actions in Box 4a and beyond.</li> </ul> <p>If <b>employee disagrees</b>, go to <b>Box 8, OHR Comp Reviews Appeal</b></p> <ul style="list-style-type: none"> <li>• Email notification acknowledges submission of appeal to OHR Comp</li> </ul>	Division HR Approved with Modification	<p>If employee disagrees, <b>Employee, Division HR, and OHR Comp</b> receive an email notification acknowledging the employee's further submission of appeal to OHR Comp.</p> <p><a href="#"><u>Employee disagrees with Division HR and submits appeal for OHR Comp review</u></a>  <i>Sent to:</i> Employee, Division HR, OHR Comp  <i>Email Subject:</i> TTC Title Appeal for &lt;Insert Name&gt; has been submitted</p>
7	Appeal End	Date to be determined	N/A	Employee Withdrew	N/A

\*Dates indicate the expected timeline for appeal resolution; however, the timeline may be revised depending on the individual circumstances of each appeal.

## STEP 3

8	<b>OHR Comp Review</b>	11/22/2 - Date to be determined	<p><b>OHR Comp</b> reviews employee's Job Title Appeal Application with:</p> <ul style="list-style-type: none"> <li>• Appeal Justification</li> <li>• Previously uploaded supporting documents</li> </ul> <p><b>OHR Comp</b> may request a meeting with the employee. The employee is not required to attend.</p> <p><b>OHR Comp</b> makes one of the following decisions:</p> <ul style="list-style-type: none"> <li>• OHR Comp Approves</li> <li>• OHR Comp Denies</li> <li>• OHR Comp Approves with different title</li> </ul> <p>Email notifications related to the specific decision sent.</p>	OHR Comp Review	<p><b>Employee, Division HR, and OHR Comp</b> receive email notification based on specific OHR Comp decision.</p> <p><b><u>OHR Comp Approves Appeal</u></b>  <i>Sent to:</i> Employee, Division HR, OHR Comp  <i>Email Subject:</i> TTC Title Appeal for &lt;Insert Name&gt; has been approved by OHR Comp</p> <p><b><u>OHR Comp and Employee Approve Division HR Revised Title</u></b>  <i>Sent to:</i> Employee, Division HR, OHR Comp  <i>Email Subject:</i> TTC Title Appeal for &lt;Insert Name&gt; has been approved by OHR Comp</p> <p><b><u>OHR Comp Approves but with Different Title</u></b>  <i>Sent to:</i> Employee, Division HR, OHR Comp  <i>Email Subject:</i> TTC Title Appeal for &lt;Insert Name&gt; has been revised by the Office of Human Resources</p> <p><b><u>OHR Comp Denies Appeal</u></b>  <i>Sent to:</i> Employee, Division HR, OHR Comp  <i>Email Subject:</i> TTC Title Appeal for &lt;Insert Name&gt; has been denied by OHR</p>
9	<b>OHR Comp Approves Appeal</b>	11/22/2 - Date to be determined	Email notifications sent based on OHR Comp decision to approval appeal	OHR Comp Approves	<p><b>Employee, Division HR, and OHR Comp</b> receive email notification notifying them of specific OHR Comp decision.</p> <p><b><u>OHR Comp Approves Appeal</u></b>  <i>Sent to:</i> Employee, Division HR, OHR Comp  <i>Email Subject:</i> TTC Title Appeal for &lt;Insert Name&gt; has been approved by OHR Comp &amp; Title</p>
10	<b>Employee Reviews</b>	11/22/2 - Date to be determined	<p><b>Employee</b> reviews the email notification with the decision from OHR Comp.</p> <p><b>Employee</b> selects one of the following:</p> <ul style="list-style-type: none"> <li>• Accept and Withdraw</li> <li>• Disagree</li> </ul>	<p>OHR Comp Denied</p> <p>OHR Comp Approves with Modification</p>	<p><b>Employee, Division HR, and OHR Comp</b> receive email notification based employee decision.</p> <p><b><u>Employee agrees (withdraws) with OHR Comp Decision</u></b>  <i>Sent to:</i> Employee, Division HR, OHR Comp</p>

\*Dates indicate the expected timeline for appeal resolution; however, the timeline may be revised depending on the individual circumstances of each appeal.

			<p>If <b>Employee accepts and withdraws</b>, go to <b>Box 11, Appeal End</b>.</p> <ul style="list-style-type: none"> <li>Email notification sent acknowledging employee's decision to end appeal.</li> </ul> <p>If <b>Employee disagrees</b>, go to <b>Box 12, Appeal Committee Reviews</b></p> <ul style="list-style-type: none"> <li>Email notification acknowledges submission of appeal to TTC Appeals Committee</li> </ul>		<p><i>Email Subject:</i> TTC Title Appeal for &lt;Insert Name&gt; has been completed by the employee</p> <p><b><u>Employee agrees with OHR Comp - Different Title</u></b>  <i>Sent to:</i> Employee, Division HR, OHR Comp  <i>Email Subject:</i> TTC Title Appeal for &lt;Insert Name&gt; has been completed</p> <p><b><u>Employee submits appeal for TTC Title Appeals review</u></b>  <i>Sent to:</i> Employee, Division HR, OHR Comp  <i>Email Subject:</i> TTC Title Appeal for &lt;Insert Name&gt; has been submitted</p>
11	Appeal End	Dates to be determined	N/A	Employee Withdrew	N/A

**STEP 4**

12	<b>Appeals Committee Reviews</b>	Dates to be determined	<p><b>Appeals Committee</b> reviews employee's Job Title Appeal Application with:</p> <ul style="list-style-type: none"> <li>Appeal Justification</li> <li>All previously submitted supporting documents</li> </ul> <p><b>Appeals Committee</b> may request a meeting with the employee. The employee is not required to attend.</p> <p><b>Appeals Committee</b> makes one of the following decisions:</p> <ul style="list-style-type: none"> <li>Final Appeal Denied</li> <li>Committee Requires CHRO Review</li> </ul> <p>If <b>appeal denied</b> go to <b>Box 13, Appeal End</b></p> <ul style="list-style-type: none"> <li>Email notification sent acknowledging appeal end due to panel's decision to deny.</li> </ul> <p>If <b>appeal needs further</b> review, go to <b>Box 14, CHRO Review</b></p>	TTC Appeals Committee Review	<p><b>Employee, Division HR, and OHR Comp</b> receive email notification based Appeals Committee's decision.</p> <p><b><u>Appeals Committee Agrees with OHR Comp denial</u></b>  <i>Sent to:</i> Employee, Division HR, OHR Comp  <i>Email Subject:</i> TTC Title Appeal for &lt;Insert Name&gt; has been completed by the TTC Title Appeals Committee</p> <p><b><u>Appeals Committee Agrees with OHR Comp different title than proposed</u></b>  <i>Sent to:</i> Employee, Division HR, OHR Comp  <i>Email Subject:</i> TTC Title Appeal for &lt;Insert Name&gt; has been completed by the TTC Title Appeals Committee</p> <p><b><u>Appeals Committee disagrees with OHR Comp</u></b>  <i>Sent to:</i> Employee, Division HR, OHR Comp  <i>Email Subject:</i> TTC Title Appeal for &lt;Insert Name&gt; has been reviewed by the TTC Title Appeals Committee</p>
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\*Dates indicate the expected timeline for appeal resolution; however, the timeline may be revised depending on the individual circumstances of each appeal.

			Email notifications related to the specific decision sent.		
13	Appeal End	Dates to be determined	N/A	Appeal Denied	N/A
<b>STEP 5</b>					
14	CHRO Review	Dates to be determined	CHRO reviews employee's Job Title Appeal Application with: <ul style="list-style-type: none"> <li>• Appeal Justification</li> <li>• All previously submitted supporting documents</li> </ul>	CHRO Review	N/A
15	Final Decision: CHRO agrees with Appeals Committee	Dates to be determined	CHRO makes one of the following decisions: <ul style="list-style-type: none"> <li>• Accept OHR Comp Review</li> <li>• Accept Appeal Committee Decision</li> </ul> Email notification sent acknowledging CHRO decision.	Appeal Approved  Appeal Approved with Modification	Employee, Division HR, and OHR Comp receive email notification based CHRO's decision.  <b>CHRO Agrees with Appeals Committee</b> <i>Sent to:</i> Employee, Division HR, OHR Comp <i>Email Subject:</i> TTC Title Appeal for <Insert Name> has been completed by the Chief Human Resources Officer
16	Final Decision: CHRO agrees with OHR Comp	Dates to be determined	CHRO makes one of the following decisions: <ul style="list-style-type: none"> <li>• Accept OHR Comp Review</li> <li>• Accept Appeal Committee Decision</li> </ul> Email notification sent acknowledging CHRO decision.	Appeal Denied  Appeal Approved with Modification	Employee, Division HR, and OHR Comp receive email notification based CHRO's decision.  <b>CHRO Agrees with OHR Comp</b> <i>Sent to:</i> Employee, Division HR, OHR Comp <i>Email Subject:</i> TTC Title Appeal for <Insert Name> has been completed by the Chief Human Resources Officer

**System Access and Features:**

- Access to Job Title Appeals Application at Job Title Appeals Webpage – <https://hr.wisc.edu/title-and-total-compensation-study/appeals/>
  - Employee will use NetID to login
  - Automated application does allow for an appeal to be submitted on behalf of someone else
    - Employee ID is required for this action step
- Email notifications will be generated by the system upon employee submission and other action steps in the process

\*Dates indicate the expected timeline for appeal resolution; however, the timeline may be revised depending on the individual circumstances of each appeal.