

# Classification Appeal Form

## Complete the entire form to Appeal the Classification Recommendation

Directions: Please complete this form in its entirety if you wish to appeal the recommended classification. Appeals will not be accepted for title changes, only substantive discrepancies between actual job duties and broad duties as described in the classification will be considered. Use additional pages if needed.

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Current Classification: \_\_\_\_\_

Recommended Classification: \_\_\_\_\_

Desired Classification (Must be from the list of New Classifications): \_\_\_\_\_

\_\_\_\_\_

In your own words, describe what you are appealing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Job duties not encompassed by the Recommended Classification:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Appeal Steps:

- 1) File the appeal by the deadline which is May 13, 2021
- 2) You will be notified by HR of the date and time of your hearing
- 3) Come to the hearing and discuss your appeal
- 4) You will be noticed of the Committees final determination

The Committee consists of a representative of your bargaining, a representative of the management in your department, and a representative of Human Resources.