

UW-Eau Claire

Title and Total Compensation Title Appeal Procedure

PURPOSE OF STANDARD TITLES AND JOB DESCRIPTIONS

The purpose of the standard job description is to describe an employee's position clearly and concisely. The job description summarizes responsibilities at a high level but is not designed to capture every responsibility or task performed. Having standardized job descriptions which coordinate with job titles found in the external job market will allow UW System to find comparisons in the market and determine appropriate compensation.

Employees are mapped to the "best fit" title which most closely matches the job which the employee performs. The employee must perform all the functions within the job description. Exceptions to the requirement to perform all the job functions will be rare.

PURPOSE OF A TITLE APPEAL

While every effort was made to assure that employees are assigned the best fit title, there may be situations where an alternate title is more appropriate. The title appeal process allows an employee who believes their title of record (as assigned through the Title and Total Compensation Project) is incorrect to request a review of their title assignment.

An appeal is not a hearing and does not involve live witnesses. It is a review of the justification documents provided by the employee with the Title and Total Compensation title appeal process. It involves a close review by the employee's supervisor and unit director or dean, as well as review by Human Resources. If needed, it will also involve review by a panel consisting of shared governance and Human Resources representatives.

WHAT MAY BE APPEALED AND WHEN?

An employee's title of record as assigned through the Title and Total Compensation Project. A title appeal may be submitted as soon as November 7, 2021, but no later than **February 4, 2022 (extended deadline)**.

WHAT MAY NOT BE APPEALED?

- An employee's pay rate
- Business title or working title
- Title assigned to a standard job description
- A job title's assigned pay range
- Language within a standard job description
- A title's exempt/non-exempt status as it relates to the Fair Labor Standards Act (FLSA)

TITLE APPEAL STEPS:

1. Employee completes and submits appeal [eForm](#)
2. Review and comment by employee's Supervisor
3. Review and comment by Unit Director / College Dean
4. Review by Human Resources. *If Human Resources agrees with employee (Supervisor and Unit Director / Dean must also support) the title is changed per employee request and the appeal ends. If Human Resources disagrees with employee, the appeal moves to appeal panel.*
5. Appeal panel review and recommendation
6. Final review and decision by Vice Chancellor for Finance and Administration

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TITLE APPEAL PROCESS:

1. **Employee initiates title appeal:** If an employee disagrees with their assigned title of record, they must submit a Title and Total Compensation title appeal request using the UW-Eau Claire [eForm](#). A title appeal may be submitted as soon as November 7, 2021, but no later than **February 4, 2022** (extended deadline).

- a. **If an employee wishes to appeal their title assignment, they must provide justification that presents clear and convincing evidence that a different title and standard job description is a better fit for the employee's position.**

Justification documents may include an alternative standard job description (to compare with the current assigned and proposed description), the employee's current position description, performance reviews, organizational chart, original job posting, hiring letter/offer letter, and any other relevant documentation.

- b. The employee's supervisor reviews the appeal request and notes support or not and can make comments. Supervisor consultation with employee during this phase is encouraged.
- c. The employee's unit director / dean reviews the appeal request and notes support or not and can make comments.

2. Review by Human Resources

- a. Human Resources will review the justification materials provided by the employee and any comments made by the supervisor and unit director / dean.
- b. Human Resources may approve the title appeal if they agree with the employee (supervisor and unit director / dean must also support), and Human Resources must provide justification for the decision. This ends the appeal process.
- c. If Human Resources does not agree with the appeal request from the employee, they must provide justification for the decision and forward to the Title Appeal Panel for review. A copy of the Human Resources justification is sent to the employee, supervisor, and unit director / dean.

3. Panel Review

- a. The Title Appeals Panel will consist of one member of the appropriate shared governance body and one Human Resources representative.
 - i. One University Staff Member of the 1) University Staff Personnel Committee, OR 2) University Staff Council - (from 4 potential members as nominated by University Staff Council)
- OR
- ii. *One Administrative Professional Academic Staff Member of the 1) Academic Staff Personnel Committee, OR 2) University Senate - (from 4 potential members as nominated by University Senate)

** Since all lecturers are remaining lecturers with their business title noting the difference in associate lecturer, lecturer or senior lecturer, Administrative and Professional Academic Staff panel members are what is needed as they will be the employees most likely to be filing title appeals. Also, since faculty titles are not part of the Title and Total Compensation project, no faculty members are needed.*

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- b. Panel members will be required to complete Appeal Panel member training developed by UW System Administration to help with ensuring consistency. (*Estimated for late January 2022*)
- c. Materials and recommendations provided by the employee, supervisor, unit director / dean, and Human Resources will be reviewed.
- d. The Panel will convene to review the appeal and make a recommendation to either:
 - i. Deny the request with an explanation of why; or
 - ii. Approve the request with an explanation of why.
- e. Panel recommendations will be finalized as soon as reasonably possible, and no later than April 30, 2022.

4. Final Review and Decision by Vice Chancellor for Finance and Administration

- a. Materials and recommendations provided by the employee, Human Resources, supervisor, unit director / dean, and appeal panel will be reviewed.
- b. A final determination will be made as soon as reasonably possible, and no later than June 30, 2022.

HOW TO REQUEST AN APPEAL:

The employee must complete the [Title Appeal Request Form found on the UW-Eau Claire eForm site as well as the Human Resources faculty + staff website under TTC Project](#)

Resources:

[UW System Administrative Policy 1276: Title Definitions](#)

[UW System Administration Policy 1253: FLSA Designation](#)

[UW System Title and Total Compensation Project](#)

[UW System Job Library](#)