



Employee to Complete

Purpose: Use this form to appeal your title of record/official title as part of the Title and Total Compensation Project

*Note: Creation of a new title is not within the scope of a title appeal request

Employee Name: _____

Employee Department: _____

Current Job Title (pre-TTC title): _____

New Title (as a result of the TTC process): _____

Employee Proposed Job Title found in the [SJD Library](#))*: _____

1. Title Appeal Reasoning/Justification. Provide clear and convincing evidence that a different title is a better fit to the work performed (attach additional pages as needed):

2. Please also attach the following:

- Standard job description from the [SJD library](#) (current and proposed)
- Updated organizational chart for your department

Employee signature: _____

Date: _____

Supervisor Recommendation

Supervisor Agrees with Employee Proposed Title: Yes No

If no, Supervisor Recommended Job Title: _____

Reasoning/Justification: _____

Supervisor signature: _____ Date: _____

Employee must return this form via e-mail to hroffice@uwosh.edu with the subject line of "Last Name – TTC Title Appeal"

Step 2 Human Resources to Complete: Initial Review and Determination

Human Resources Approves Employee Proposed Title: Yes No

If no, Human Resources Recommended Job Title: _____

Decision Reasoning/Justification: _____

Human Resources Representative signature: _____ Date: _____

Director/Dean/AVC Recommendation

Director/Dean/AVC Agrees with Employee Proposed Title: Yes No

If no, Director/Dean/AVC Recommended Job Title: _____

Reasoning/Justification: _____

Director/Dean/AVC signature: _____ Date: _____

Vice Chancellor Recommendation

Vice Chancellor Agrees with Employee Proposed Title: Yes No

If no, Vice Chancellor Recommended Job Title: _____

Reasoning/Justification: _____

Vice Chancellor signature: _____ Date: _____

Title Appeal Panel Approves Employee Proposed Title: Yes No No Consensus

Title Appeal Panel Recommended Job Title: _____

Decision Reasoning/Justification: _____

Title Appeal Panel Representative signature: _____ Date: _____

Step 4 Chancellor to Complete: Final Determination

Chancellor: Approves Title Appeal Denies Title Appeal

Chancellor Approved Job Title: _____

Chancellor signature

Date

Human Resources to Complete: Final Determination

Communication to the employee regarding the title appeals process and any change in status/outcome of the appeal should be communicated by the Office of Human Resources.

Job Title

If new title approved, Effective Date



Human Resources

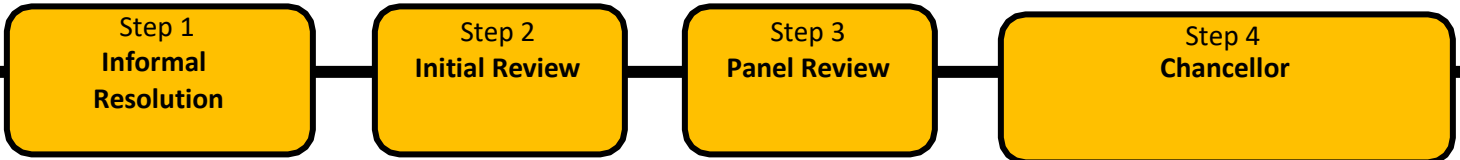
Instructions

Purpose of a Title Appeal

The title appeal process allows an employee who believes their assigned official title (title of record) is incorrect to request a review of their title.

What can be appealed?	An employee's job title
What cannot be appealed?	<ul style="list-style-type: none"> An employee's pay A job title's assigned pay range Language of a standard job description Titles assigned to standard job descriptions An employee's exempt/non-exempt status as it relates to the Fair Labor Standards Act (FLSA)

Title Appeal Steps



Employee to complete:

- First section of form
- Attach supporting documents
- Gather supervisor's recommendation and signature
- Return form and supporting documents via e-mail to hroffice@uwosh.edu with the subject line of "Last Name – TTC Title Appeal"

When to File

Employees will have from **November 22, 2021 – February 4, 2022**, to file a title appeal with the Office Human Resources. Appeal outcomes will be determined by June 30, 2022.

More Information

Employees must provide the necessary documentation for a review of their title. Additional documentation may be requested at any point of the review process.