Job Family Study Appeal Process

In the event that an employee is dissatisfied with the results of a job family classification study, the Office of Human Resources (OHR) provides the opportunity for the employee to appeal the job classification placement. The guiding principles for the appeals process are:

- Transparency regarding the classification design and decision
- Inclusion of content expertise in the process
- Appropriate review of information and data
- Timely review

The following process will be followed:

1. **Employee Appeal:** The employee may appeal the decision to OHR’s Compensation unit within three (3) weeks of receipt of the classification notice letter.
   - The employee must have the support of the supervisor and/or manager.
   - The appeal request must go to the unit HR Lead who will submit the appeal on the employee’s behalf.
   - Submit documentation electronically to jobfam@umn.edu.

2. **Documentation:** The employee must complete the appeal form and include the following information:
   - Name, Employee Identification Number, and College/Department
   - Supervisor Name
   - Supervisor and/or unit HR Lead rationale and statement of support of the appeal.
   - A paragraph or more describing the reason for the appeal and the desired classification placement (The reason for appeal must be either that substantive changes in the duties and responsibilities of the position occurred during or after the study was completed, or that the assigned placement is inappropriate or incorrectly classified.)
   - Updated position description if previously provided information did not accurately reflect position

3. **Compensation and Appeal Panel Review:** Upon receipt of the requested documents, the Compensation unit will ensure completeness of the information provided and may contact the employee and/or supervisor for additional information. The Compensation unit will make the determination of appropriate classification and provide the information to the Appeal Panel for review and approval. The Appeal Panel will approve all of the classification appeal determinations. The Appeal Panel will be comprised of subject matter experts from the Job Family Working Group, Compensation staff, and other HR experts from the Focus Group.

4. **Final Decision:** The Appeal Panel will approve or determine the classification based on the material submitted.

5. **Communicate Decision:** The Compensation unit will issue the final decision letter to the employee with copies to the supervisor, unit HR Lead, and Civil Service Consultative Committee Chair (when applicable).