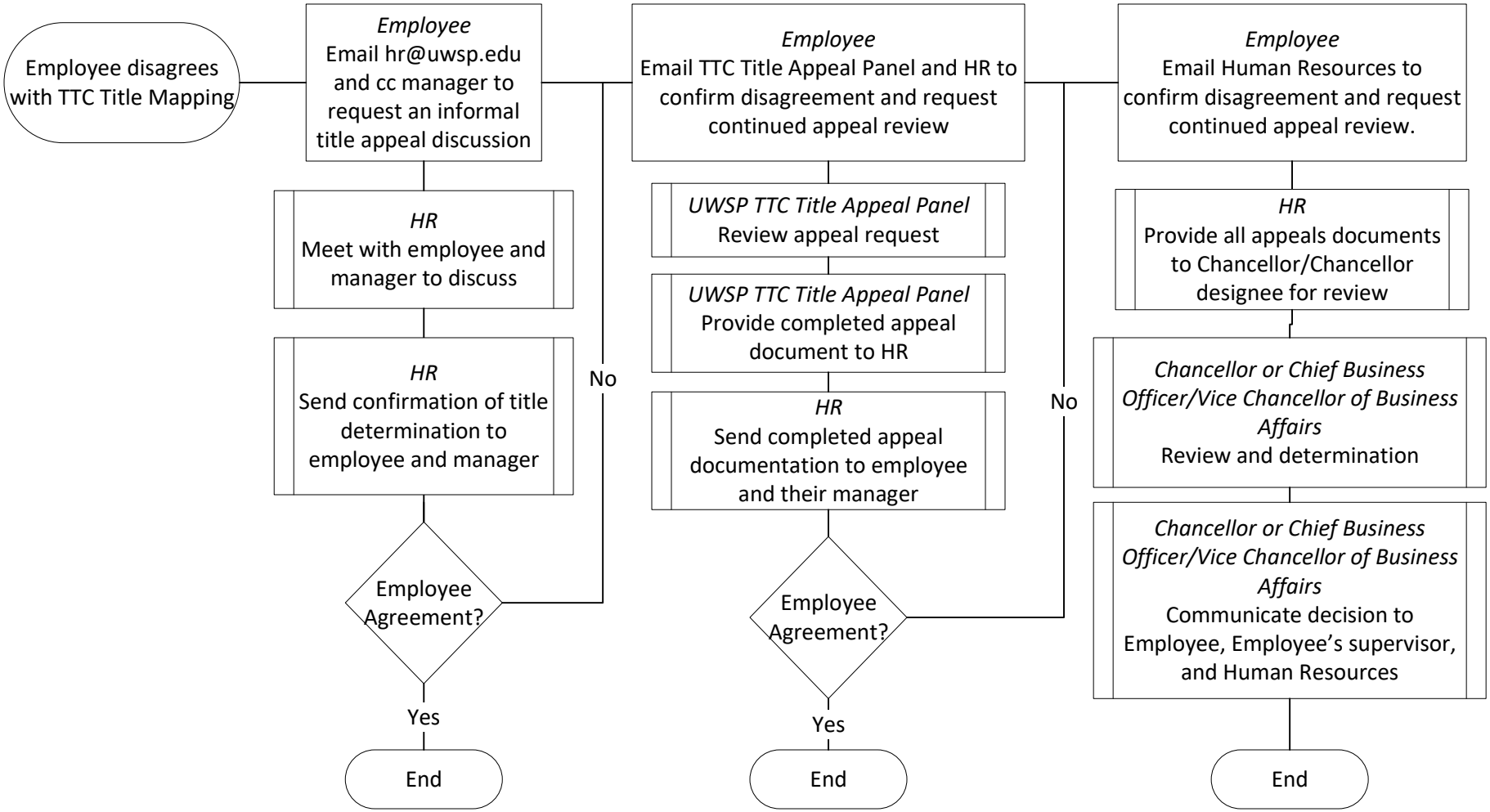
UW-Stevens Point
Title and Total Compensation Project
Title Mapping Appeal Process

TTC Title Appeal Panel:

- ASC member: Jodi Hermsen
- USC member: Carrie Kline
- FC: At this time not needed, will be added if needed
- UWSP Chief Human Resources Officer: Eric Roesler

Use the workflow and the instructions (on page 2) for the UW-Stevens Point (UWSP) Title and Total Compensation (TTC) Title Appeal Process.



Title and Total Compensation Project Title Formal Appeal Instructions

Purpose of a Title Appeal

The title appeal process allows an employee, who believes their position's assigned title of record is incorrect, to request a review of their title.

What can be appealed?	An employee's job title/standard job description mapping	
What cannot be appealed?	• An employee's pay • A job title's assigned pay range • Language of a standard job description • The actual title assigned to standard job description	• Request to create a new SJD or title • An employee's exempt/non-exempt status as it relates to the Fair Labor Standards Act (FLSA) • Business Title

Title Appeal Steps

Informal Resolution

Employees can informally appeal their titling starting with the date their employee-manager conversation occurred. Informal appeals are encouraged to be submitted to Human Resources by October 22, 2021*.

You are encouraged to provide documentation to HR that presents clear and convincing evidence that a different title and standard job description is a better fit for the position. Documents should include original job posting, hiring letter/offer letter, position description, performance reviews (if/when they show details of duties), standard job description (current assigned and proposed), organizational chart, and any other relevant documentation.

Formal Appeal Eligibility and Timeline

Employees who have completed their Employee-Manager Conversation **and** cannot find a resolution with their manager and Human Resources during the informal resolution can submit a formal appeal. Employees may file a formal appeal after an informal appeal has occurred* and if disagreement still exists.

Official title notices will be sent the week of November 8, 2021.

Employees interested in appealing must submit all documentation to Human Resources by February 4, 2021.

Additional Resources

UW System Administrative Policy 1257: Title Change

*Informal appeals submitted after October 22, 2021, may be reviewed within the formal appeals process directly rather than the going through the informal phase. This determination will be based on the number of appeals submitted.

1/05/2022

University of Wisconsin Stevens Point

Title and Total Compensation Project Title Formal Appeal Request Form

Employee to Complete

Purpose: Use this form to request a review of your position's assigned title of record as part of the Title and Total Compensation Project. Prior to completing this form review the UWSP TTC Title Appeals Workflow and Instructions included in this packet.

Employee Name: _____ Employee ID (if known): _____

Employee Department/Business Unit: _____

Current Job Title (pre-TTC title): _____

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

Employee-Proposed TTC Job Title:_____ found in the Job Library

Formal Title Appeal Justification (attach additional pages as needed):

Attach documentation that presents clear and convincing evidence that a different title and standard job description is a better fit for the position; documents should include original job posting, hiring letter/offer letter, position description, performance reviews, standard job description (current assigned and proposed), organizational chart, and any other relevant documentation. (The documents listed here are required as attachments with this submission even if previously provided to HR)

Employee signature/date: _____

Supervisor signature/date*: _____

**Signature acknowledges title appeal request; it does not signify agreement*

Human Resources to Complete: Review and Determination

Human Resources Approves Employee Proposed Title: Yes ☐ No ☐

If no, Human Resources Job Title Determination: _____

Decision Justification: _____

Human Resources Representative signature/date: _____

University of Wisconsin Stevens Point

Title and Total Compensation Project Title Formal Appeal Request Form

Panel Member to Complete: Panel Review and Determination

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

Title Appeal Panel Job Title Determination: _____

Decision Justification: _____

Human Resources Title Appeal Panel Representative signature/date:

_____

Institution Chancellor and/or Chancellor's Designee to Complete: Final Determination

Chancellor/Chancellor's Designee Approves Employee Proposed Title: Yes ☐ No ☐

Chancellor/Chancellor's Designee Approved Job Title: _____

Chancellor/Chancellor's Designee signature/date: _____

If the employee proposed title is approved, the updated title will be effective November 7, 2021 (or the official date of TTC mapping implementation within HRS).