Purpose of Standard Titles and Job Descriptions

The purpose of the standard job description is to describe an employee’s position in a clear, concise format. The job description summarizes responsibilities at a high level, but it 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 of the functions within the job description unless a particular function is not performed at UW-Parkside. Exceptions to the requirement to perform all of the job functions will be rare.

Purpose of a Title Appeal
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 documentation provided through the Title and Total Compensation title mapping process and appeal justification documents provided by the employee.

What May Be Appealed?
An employee’s title of record as assigned through the Title and Total Compensation Project.

What May Not Be Appealed?
- Employee’s Pay
- Business 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
- Resolution between employee and manager
- Review by Human Resources
- Panel Review
- Final Review by Vice Chancellor for Finance and Administration/Chief Human Resources Officer

Title Appeal Process
Informal Resolution with Manager: If an employee disagrees with their assigned title of record, they may discuss the matter directly with their manager during the employee-manager conversation or at any other time as agreed by the employee and manager between November 8 and November 30, 2021.

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 standard job description (current assigned and proposed), position description, performance reviews, organizational chart, original job posting, hiring letter/offer letter, and any other relevant documentation.
If the manager agrees with the employee’s analysis, they may make a recommendation to Human Resources for further review. If manager disagrees with the employee’s analysis, the employee may appeal directly to Human Resources.

**Review by Human Resources**
A request by Human Resources must be received by December 15, 2021.
- Human Resources will review the justification materials provided by the employee.
- Human Resources will approve or deny the appeal, and they must provide justification for the decision.
- Review decisions will be finalized as soon as reasonably possible, and no later than December 31, 2021.
- If the employee disagrees with the decision by Human Resources, the employee may request a Panel Review.

**Panel Review**
Panel Review requests must be received by January 15, 2022.
- The Title Appeals Panel will consist of two members of the appropriate shared governance body and one Human Resources representative.
- University Staff Governance Committee
- Academic Staff Committee

*Faculty positions are out of scope for the Title and Total Compensation Project*

Materials and recommendations provided by the employee and Human Resources will be reviewed. The Panel will convene to review the appeal and make a recommendation to either:
- Deny the request with an explanation of why; or
- Approve the request with an explanation of why; or
- Recommend the appeal be reviewed by the vice Chancellor for Finance and Administration/Chief Human Resources Officer
- Panel review decisions will be finalized as soon as reasonably possible, and no later than March 15, 2022.
- If the employee disagrees with the decision by Panel Review, the employee may request a final review by Vice Chancellor for Finance and Administration/Chief HR Officer.

**Final Review by Vice Chancellor for Finance and Administration/Chief Human Resources Officer**
A final review request must be received by March 31, 2022.
- Materials and recommendations provided by the employee, human resources, and review panel will be reviewed.
- A final determination will be made as soon as reasonably possible, and no later than April 30, 2022.

**How to Request an Appeal**
The employee must complete the **Title Appeal Form** and either email the completed form to hr@uwp.edu or return the form to the Human Resources office located in Talent Hall, attention “Title Appeals.”