PURPOSE OF A TITLE APPEAL

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

<table>
<thead>
<tr>
<th>What can be appealed?</th>
<th>An employee’s job title</th>
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| What cannot be appealed? | • An employee’s pay  
                          • A job title’s assigned pay range  
                          • Language of a standard job description  
                          • Titles assigned to standard job descriptions  
                          • A title’s exempt/non-exempt status as it relates to the [Fair Labor Standards Act (FLSA)](https://www.dol.gov/agencies/flsa) |

**TITLE APPEAL STEPS**

- **Step 1** Informal Resolution
  - If not resolved
- **Step 2** Initial Review
  - If not resolved
- **Step 3** Panel Review
  - If not resolved
- **Step 4** Institution Chancellor and/or Chancellor’s Designee

The specifics of the title appeal process will be communicated by your institution Human Resources.

[ wisconsin.edu/ohrwd/title-and-total-compensation-study/ ](https://wisconsin.edu/ohrwd/title-and-total-compensation-study/)