

Title and Total Compensation Project Title Appeal Filing Request Form

UW System Administration title appeal filing period will begin Monday, November 22, 2021 and close Friday, December 31, 2021 at 11:59pm. Employees must complete this Title Appeal Filing Request Form and email it to uwshr@uwsa.edu with the subject line: TTC Title Appeal – NAME to file an appeal.

Employee to Complete

Purpose: Use this form to request a review of your position's title of record as part of the Title and Total Compensation Project *Note: creation of a new title is not within the scope of a title appeal

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

Employee Department/Business Unit: _____

Current Job Title (Job Code/Title pre-TTC title): _____

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

Employee-Proposed TTC Job Title (Job Code/Title): _____ found in the [Job Library](#)

Title Appeal Reasoning/Justification (attach additional pages as needed):

Please attach documentation that presents clear and convincing evidence that a different title and standard job description is a better fit for the position; documents can 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.

Employee signature/date: _____/_____

Supervisor signature/date*: _____/_____

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

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: _____/_____

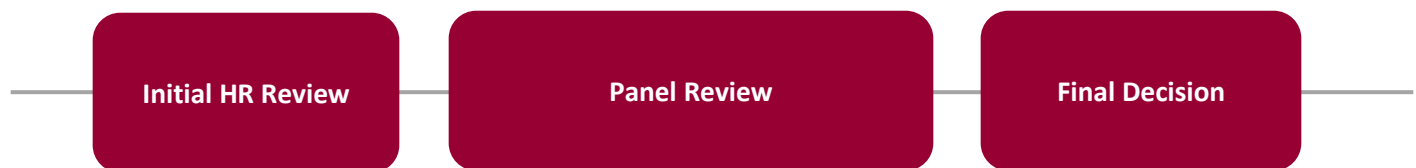
Instructions

Purpose of a Title Appeal

The TTC title appeal process is a one-time process that allows an employee to request a review of their position's title of record as part of the project implementation.

What can be appealed?	A position's title of record	
What cannot be appealed?	<ul style="list-style-type: none"> •An employee's pay •A job's assigned pay range •Language of a standard job description 	<ul style="list-style-type: none"> •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



When to File

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How to File

Employees must complete this Title Appeal Filing Request Form and email it to uwshr@uwsa.edu with the subject line: **TTC Title Appeal – NAME**. If you are having difficulty emailing the form or obtaining your supervisor's signature, please contact the UWHR office at 608-263-4375.

More Information

Employees may work with their [HR Strategic Partner](#) to gather and provide the supporting documentation.

Examples of Documentation (choose items that present clear and convincing evidence that a different title is a better fit)

- ☐ position description (If no formal PD, employee works with supervisor to validate what the employee does)
- ☐ standard job description (current assigned and proposed)
- ☐ original job posting
- ☐ hiring letter/offer letter
- ☐ performance reviews
- ☐ organizational chart
- ☐ other relevant documentation

Job data for employees at other campuses cannot be used as relevant documentation due to variations in organizational structure at different universities, divisions, and work units.