Job Family Study Appeal Process

In the event 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

These are the steps in the appeal process:

1. **Employee Appeal:** The employee may appeal the decision to OHR’s Compensation unit within three weeks of receiving the classification notice letter.
   - The employee must have the support of the supervisor and/or manager.
   - The appeal request goes 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 completes the Job Family Study Appeal Form and includes:
   - 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 that either substantive changes in the duties and responsibilities of the position occurred during or after the study was completed, or that the assigned placement is believed to be inaccurate.
   - Updated position description if previously provided information did not accurately reflect position

3. **Compensation and Appeal Panel Review:** After receiving the requested documents, the Compensation unit makes sure the information is complete and may contact the employee or supervisor for more 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 classification appeal determinations. The Appeal Panel will be composed of subject matter experts and HR professionals from across the University.

4. **Final Decision:** The Appeal Panel approves or determines the classification based on the material submitted.

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

*Note: If the employee decides to appeal further, he/she must wait six months before resubmitting the request for review through the existing classification review process.*