

APPENDIX G

Classification Appeals Process

An appeals process has been established that will permit an employee to seek reconsideration of his/her job assignment before a Classification Appeals Committee. The Committee will review the appeal, provided the request meets certain job related criteria.

The objective of classifying a position is to determine job content and its relative worth. A job's title and description are based upon the duties and responsibilities of the position, not the characteristics of the individual holding the position. Appeals will not be considered if based on seniority, qualifications of the individual incumbent, anticipated future job assignments, job performance, assignment to a job family level, salary within the salary range, or an increase in the volume of work.

- Seniority: An appeal will not be considered if it is based on the employee's length of service with the institution or with the state of West Virginia.
- Qualifications of the individual incumbent: An appeal will not be considered if it is based upon the employee's qualifications. A job assignment is based upon the qualifications required to perform the duties and responsibilities of the job, which may differ from qualifications of the incumbent. For example, a bachelor's degree is not needed for many jobs, yet individual employees within the job may hold a bachelor's degree.
- Anticipated future job responsibilities: Appeals must be based upon the responsibilities of the position in the present state, not responsibilities that may occur in the future.
- Job Performance: The performance of the incumbent is not considered in the classification process, nor are personality traits (e.g., loyal, dedicated, hard working) and, as such, cannot be considered in an appeal. A job assignment is based upon the content of the position, not the characteristics of the individual holding the position.
- Assignment to a job family level: Assignment to a particular level of a job family was based upon one of two methods:
 - Employees in a job family who moved into a job family with the same number of levels were "mapped" over to the same level they are in currently.
 - Employees who moved into a job family for the first time or moved to a job family with a different number of levels than they are in currently were placed into the new job family level based on their salary.

- Salary within a salary range: An appeal will not be considered based upon the fact that an individual's salary is close to the maximum of a salary range or the relative position of the salary within the assigned salary range.
- Increase in the volume of work: An appeal will not be considered if it is based on the volume of work rather than the level of responsibilities and complexity of the work.

All employees who want to appeal their classification decision must adhere to the following process:

- The employee must complete the "Classification Appeals Process Form" and the form must be sent to Human Resources.
- The employee should meet with his/her supervisor to review current job responsibilities and the reason for the appeal. The supervisor should add comments, as appropriate, sign the form and forward it to the next level of management within ten (10) working days
- The second level of management should review the request, add any comments, sign the form and forward it to Human Resources within ten (10) working days.

The Classification Committee will then engage in a process to review all information concerning the position.

- The committee will review the Classification Appeals Process Form as submitted.
- The committee will review all supporting documentation including the original job questionnaire and any additional information submitted to Human Resources by the employee or the employee's supervisor. Any employee who has not completed a job questionnaire must do so before an appeal can be considered.
- The committee will review comparable positions within the university, as appropriate.

The Classification Committee will notify the employee and the employee's supervisor of its decision in writing with copies to Human Resources. The effective date for any change in status will be stated in the decision. All appeal decisions, i.e. acceptance or denials, shall be final. No other appeal option is available, including but not limited to

the internal grievance procedure. The President of the Institution reserves the right to reevaluate the findings of the committee.

**West Virginia Institute of Higher Education
Classification Appeals Process Form**

Employee Name: _____ Employee ID Number: _____

Employee Pos. Number: _____ Department: _____

Assigned Job Title: _____ Supervisor: _____

Please indicate the reason for your appeal, attach supporting information, and submit to Human Resources. This form must be sent to Human Resources.

- The job description does not accurately reflect the purpose and general responsibilities of my position.

Please note that job descriptions are designed to describe, in general terms, the work performed. A job description does not convey everything a person may possibly do on the job. The length of a job description is not an indication of its importance or value to the university.

Appeals must be based upon information not previously submitted.

- The assigned pay grade for my job position title is not appropriate for my position.

Please indicate the pay grade you are recommending and describe in detail reasons you believe the recommended pay grade is more appropriate for your position.

The assigned job title is not appropriate for my position.

- Each position has been assigned a job title reflective of the responsibilities of the job. New job titles are designed to create consistency across the employee population.

Please specify the reason you believe your job title should be classified differently and describe in detail the reasons you believe the assigned title is not appropriate for your position.

