PURPOSE OF STANDARD 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.

Employee’s 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-River Falls. 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?

- An 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:

1. Human Resources
2. Title Appeal Panel
3. Chancellor or Designee
TITLE APPEAL PROCESS:

1. Human Resources Review
   a. To initiate an appeal, employee must submit a Title Appeal Request Form to Human Resources by December 31, 2021. Appeal must be submitted by email to HR@uwrf.edu or by mail to the Human Resources Office, 216 North Hall, attention "Title Appeals". Request will include documentation that presents clear and convincing evidence that a different title and standard job description is a better fit for the 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.
   b. Human Resources will review the justification materials provided by the employee.
   c. Human Resources may approve or deny the appeal, providing justification for the decision. If approved, title appeal is resolved. If denied, appeal will proceed to Title Appeal Panel review.

2. Title Appeal Panel Review
   a. The Title Appeal Panel will consist of the following:
      - Academic Staff Council Chair (or the chair’s designee) (voting)
      - Faculty Senate Chair (or the chair’s designee) (voting)
      - University Staff Senate Chair (or the chair’s designee) (voting)
      - Executive Director, Facilities Management, Limited Appointee (voting)
      - Vice Chancellor Business and Finance (voting)
      - Provost and Vice Chancellor for Academic Affairs (voting)
      - 2 Human Resources designees (ex officio, nonvoting)
   b. The Panel will convene to review the appeal and make a recommendation to the Chancellor to either:
      i. Deny the request or
      ii. Approve the request.

3. Chancellor or Designee Review
   a. All materials and recommendations will be reviewed.
   b. A final determination will be made as soon as reasonably possible and no later than June 30, 2022.
   c. Human Resources will notify employee of final decision.