

## Reclass/In-class progression Appeal Form

\_\_\_\_\_  
Employee

\_\_\_\_\_  
ID#

\_\_\_\_\_  
Current Classification

\_\_\_\_\_  
Working Title (If different from Classification Title)

\_\_\_\_\_  
Name/Title of Immediate Supervisor

\_\_\_\_\_  
Name/Title of Appropriate Administrator

\_\_\_\_\_  
Department/College

\_\_\_\_\_  
Classification requested for reclass consideration

### NOTE:

- A classification review appeal must be filed with Human Resources within thirty (30) days of written receipt of a classification review decision, or as indicated in the applicable collective bargaining agreement.
- In order to gain a better understanding of your appeal, please answer the following questions and submit them to Human Resources. Feel free to use a separate sheet.
- Human Resources will schedule a meeting with you to review your position and the information you submitted.
- You will be notified once a final decision has been made.

### SECTION A: Questionnaire

1. Provide a detailed statement regarding the reasons you disagree with the decision.
2. Provide a short, specific statement that outlines the purpose of the job. Indicate why your position exists, what your primary responsibility is and what is accomplished.
3. Detail the changes that have occurred in the assigned duties and responsibilities since this position was filled or since the position was last reviewed. Be specific. If responsibilities/duties have increased, which ones and in what way and did they replace other duties? What duties have been eliminated from this position since the last review?
4. Can you estimate what percentage of time you spend performing the new duties either daily, weekly or monthly?

### SECTION B: Signature

- Human Resources strives to ensure that duties, responsibilities, and functions assigned to staff positions reflect the appropriate classification/skill level in accordance with the Classification and Qualification Standards issued by the CSU Trustees.
- An incumbent employee does not by virtue of experience, education, length of service, loyalty or seniority determine the classification title. It is the position, not the employee, which is classified.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

**HR USE ONLY**

Classification Recommendation: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_