

City of Chattanooga Personnel Department Classification Appeals Form

Version 04/14/08

INSTRUCTIONS

What may be appealed.

1. The accuracy of position description/classification assigned to you by the Pay Study.

The following issues are among those that may NOT be appealed.

1. The classification of a position to which you are not officially assigned.
2. The classification of a position to which you are temporarily assigned.
3. The classification of the employee's position using position to position comparisons.
4. The pay range of the employee's position.
5. The employee's placement within the pay range.

Appeals may **NOT** be filed electronically. Appeals require an original signature. All supporting information must be attached to the official appeal form.

PROCEDURES

1. **When and where classification appeals must be submitted:**
 - a. Employees must file their completed appeal form with their supervisor by **4:00 pm on Tuesday, May 6, 2008**.
 - b. Supervisors must file the employee's completed appeal form with the department head by **4:00 pm on Wednesday, May 7, 2008**.
 - c. Department/Agency heads are responsible for delivering completed appeal forms to the Personnel Department **no later than 4:00 pm on Friday, May 9, 2008**. Forms and documentation received after this date will not be considered.
2. **Expected conduct during an appeal:**
 - a. By the employee. The employee must cooperate in the appeal process by furnishing information requested on the appeal form and meeting as scheduled with the appeals panel.
 - b. By the appeals panel. The appeals panel will make any necessary inquiries to determine the nature and scope of the duties, responsibilities, and qualification requirements of the position. The appeals panel will decide if there is a need for an on site review of the position.
 - c. By the employing department.
 - i. The employing department will provide all the information requested by the appeals panel. If the requested information is not received, the appeals panel may rule on the appeal on the basis of information contained in the record.
 - d. After review, the appeals panel will issue a decision on the appeal. The employee and the department head will be notified.
3. **Cancellation of an appeal:**
 - a. The appeal will be canceled when:
 - i. The employee makes a written request to withdraw the appeal.
 - ii. The employee is no longer officially assigned to the position.
 - iii. The employee fails to provide requested information or otherwise fails to cooperate in the adjudication of the appeal.
 - b. An appeal canceled for non-cooperation cannot be reopened unless the employee was unable to provide requested information for reasons beyond his or her control.
4. **Appeal decisions made by the appeals panel:**
 - a. Finality of decisions. An appeal decision is final and is not subject to further appeal with the appeals panel. Other rights may exist for employees under the City's Personnel Code.
 - b. The appeal decision will specify the correct position classification and pay range of the appealed position.
 - c. Appeal decisions are retroactive to the effective implementation date.

Classification appeals may Not be filed electronically.

City of Chattanooga Personnel Department Classification Appeals Form

Version 04/14/08

Content of Position Classification Appeals

1. **Employee appeal. Employee appeal must be in writing and should include:**
 - a. The employee's name, employee ID number, work mailing address, and office telephone number.
 - b. Employing department or agency and the location within the agency.
 - c. Exact location of the employee's position within the agency/department (e.g. division, section, unit).
 - d. Employee's current position title and pay range.
 - e. Employee's requested position title and pay range.
 - f. A copy of the employee's official position description and a statement concerning its accuracy. If the employee believes the position description is not accurate, the employee must provide his or her own description of the work currently being performed.
 - g. Explanation of the reasons why the employee believes the position is erroneously classified. The employee may also include a statement of facts that he or she thinks may affect the final classification decision.

2. **Department/Agency duty. The department/agency MUST ensure that the employee's appeal form contains all the information listed below.**
 - a. If the appealed position is supervisory, provide copies of subordinates' position descriptions.
 - b. The exact location of the position within the agency including organizational charts with positions shown in detail (the print size must be legible).
 - c. A copy of the official position description along with a statement from the immediate supervisor or higher management certifying that the official position description is complete and accurate.
 - d. The agency's response to any classification issues presented in the employee's appeal.
 - e. Name and telephone number of a contact in the agency for the employee's appeal.

3. **Department/Agency appeals. An agency/department appeal should contain all the information required in an employee appeal.**

DEADLINES AND TIME FRAME

Employees must submit their completed appeal form to their supervisor by **4:00 pm on Tuesday, May 6, 2008.**

Supervisors must submit the employee's completed appeal form to the department head by **4:00 pm on Wednesday, May 7, 2008.**

Department/Agency heads are responsible for delivering completed appeals to the Personnel Department **no later than 4:00 pm on Friday, May 9, 2008.** Forms and documentation received after this date will not be considered.

Classification appeals may Not be filed electronically.

City of Chattanooga Personnel Department Classification Appeals Form

Version 04/14/08

EMPLOYEE SECTION

Please provide the requested information below including attaching all supporting documents to the appeal form.

Your Name (please print):	
Your Employee ID number:	
Your Work Telephone Number:	
Your Work Mailing Address:	
Your Supervisor's Name:	
Your Division:	
Your Department:	
Your Position Title Assigned by the Pay Study:	
Your Pay Range Assigned by the Pay Study	
Your suggested remedy:	

Reason for the appeal: **Attach additional pages if needed.**

Employee Signature:	
Date:	

Classification appeals may Not be filed electronically.

City of Chattanooga Personnel Department Classification Appeals Form

Version 04/14/08

Employees remember to:

1. Attach a copy of your official position description and a statement confirming that it is accurate **OR** a detailed explanation of the inaccuracies.
2. Attach any additional information about the position that will aid in understanding both the position and your appeal.
3. Include your name, telephone number and department on all supporting information.
4. Give the completed form to your supervisor for review and comment. **The Supervisor must receive the form by 4:00 pm on Tuesday, May 6, 2008.**

SUPERVISOR SECTION

Appeals must include Department Head comments and signature.

Please review the employee's comments and state why you agree or disagree with the employee's appeal; and provide any additional comments that you may have.

Supervisor Comments: Attach additional pages if needed

Supervisor Printed Name:	
Signature	
Date:	

Supervisor: Complete and give this form to the Department Head by 4:00 pm on Wednesday, May 7, 2008.

Classification appeals may Not be filed electronically.

City of Chattanooga Personnel Department Classification Appeals Form

Version 04/14/08

DEPARTMENT HEAD SECTION

Please review the employee's comments and state why you agree or disagree with the employee's appeal; and provide any additional comments that you may have.

Department Head Comments: Attach additional pages if needed

Department Head Printed Name:	
Signature	

Department Head: **Complete and deliver** this form to the Personnel Department by 4:00pm on Friday, May 9, 2008. Appeals must include Department Head comments and signature.

Classification appeals may Not be filed electronically.