E. Appeal Procedures
This appeal procedure applies only to staff bargaining unit employees and positions where the appropriate collective bargaining agreement provides for such an appeal.

The purpose of the appeal process is to provide a formal method to resolve any difference of opinion between the employee and the original review process regarding the classification decision and a skill level.

1. An employee may appeal a classification decision by completing a classification appeal form and submitting it to Employment Services (MS JA71).
   a. The appeal form is available in Employment Services (Joyal Administration Building room 164) or on the Classification web page (www.csufresno.edu/humres/classification.forms.html)
   b. The appeal must be received within fifteen (15) calendar days of receipt by the employee of official written notice of the classification decision.
   c. Consult that appropriate collective bargaining agreement for timelines and specific procedures.

2. The reviewer may consider:
   a. The position description or position description/work plan used in the review, questionnaire, and other documents used in the initial review.
   b. Relevant Classification and Qualification Standards and documentation on internal campus position benchmark positions,
   c. Written and oral information from the initial classifier, if appropriate
   d. Written and oral information provided by the employee as part of their appeal,
   e. Information requested by the reviewer from the supervisor and/or appropriate administrator,
   f. Any other information determined to be relevant to assist in making an appeal decision.

3. The appeal level response shall be final.

4. Managers, supervisors, and confidential employees shall not serve as the employee’s advocate through written or oral communications at the appeal.

5. An employee may terminate a classification appeal at any time by submitting such a request in writing to Employment Services.

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