

University of Wisconsin-Superior
University Staff Policy: HR 8
Title: Title Change

Issued: 7/1/2015

Revised:

Replaces: OSER 230.09

I. **Purpose:** The purpose of this policy is to provide a basis for a title change of a filled position for University Staff.

II. **Policy:**

On behalf of the System President, the UW System Administration, Office of Human Resources and Workforce Diversity has the responsibility to monitor and maintain the official title and salary grade structure. Official titles shall be assigned on the basis of functions performed in the position to ensure that the title structure is consistently applied among the institutions. Questions regarding appropriate use of titles will be brought to the attention of the institution.

Title Changes: Positions are assigned official titles based on position functions. The purpose of establishing an official title for each position or group of positions is to permit comparability of substantially similar positions across institutions and academic and administrative units. To ensure that titles assigned to filled positions are consistent and accurate, the review of formal title assignments will be on an ongoing basis and will be based on current position descriptions. The title change of a filled position may occur as a result of a substantive change in duties or progression within a title series. When functions of a filled position evolve over time such that the current title is no longer the “best fit”, or the incumbent gains a certain level of experience, a title change of the filled position may result. This process is identified either as a job re-titling, or a promotion/progression.

Re-titling as a result of a change in duties: Re-titling of a position occurs when there has been a substantive change in the duties and/or scope of responsibilities. The position has evolved over time, and the changes must be related to, or an extension of, the functions initially assigned to a position. Example of such a title change would be University Services Associate 1 to University Services Associate 2 within University Staff title structure.

Promotion/Career Progression: Promotion/career progression is natural advancement within the area of specialty of the position, based on the incumbent’s successively greater experience, expertise, applied ability and responsibility within the title series. While there is an expectation that the position and incumbent will progress through different levels associated with the title series, the specific criteria and timeframes for progression may vary depending upon the functions of the position

As a general rule, formal re-titling as a result of a change in duties may take effect at any time throughout the year.

Retroactive salary adjustments for personnel transactions are prohibited. However, the institution may establish a personnel transaction policy that establishes an effective date based on the date that documented materials are received by an appointing authority or office. The title of a filled position also may change as a result of the following:

Voluntary Reassignment of Formerly University FLSA-Exempt Employee to Academic Staff/Limited Position: A voluntary reassignment to an Academic Staff/Limited position may result in a title change. See UPS OP-TR3 for additional details.

Creation of New Titles as a Result of a Survey or Study: When new titles and title definitions are created as a result of a survey or study (generally initiated by UW System) filled positions with functions related to a new title are reviewed. If following the review, a new title and title definition better fits the responsibilities of the position, the title of the filled position is changed.

Working Title: As a reflection of differences in position responsibilities, organizational structures and institutions, official titles are defined in general terms. Therefore, institutions may find it useful or necessary to establish informal working titles to describe positions.

III. Procedure:

When the duties or functions of a filled University Staff position evolve such that the current title is no longer the “best fit”, a title change of the filled position may occur. As a result of the title change, the pay schedule/range corresponding to the filled position may also change. Changes in duties may either affect the title and salary grade positively (upgrade) or negatively (downgrade). This guideline explains the steps in the title review process for University Staff positions with an incumbent, pay implications and appeal rights for employees. Prior to submitting a formal request for title review, the supervisor and university staff HR representative, should discuss the potential impact to the incumbent.

Process Considerations

- Changes in duties may or may not necessitate a change in title
- Incumbents must be paid at least at the minimum of the new range additional compensation may or may not be appropriate.
- Title determinations are made by Human Resources and shall not be effective prior to the first pay period following receipt in the HR office.
- Human Resources Staff are responsible for notification to employees of any title and/or rate changes.

Request for title review due to a change of duties

1. A request for title review may be initiated by a supervisor by submitting a Request for Title Review Form to the office of Human Resources.
2. The request for title review shall include a thorough explanation of the change in duties including identification of former and new duties. The request shall also have the revised employee position description and new organizational chart attached.
3. Human Resources will review and analyze the changes to the position’s duties. The HR manager may also meet with the supervisor and employee to gain a better understanding of their position and the duties that have changed. The HR manager may

also reach out to other UW campuses to gain an understanding of similar roles and titles on other campuses.

4. If the title review results in agreement with the request, formal notification will be sent by Human Resources to the employee and the supervisor with the new title and salary range. Salary changes shall be made as required by the University Staff Compensation guidelines (Insert Link).
 - a. The effective date of any approved change shall be the first day of the bi-weekly payroll period following receipt of the complete title review packet by the Department of Human Resources.

Title Appeals

Following procedure offers guidance in instances when the Human Resources Department title review decision is in disagreement with the titling expectation of the initiating employee, department/supervisor.

Under certain circumstances a requested title review may result in either a proposal of an alternate title from what was requested, or a denial of a title change. In these instances, the party initiating the request for title review may subsequently request a review of the original request, decision and additional documentation that substantively supports the original request. This document will outline the steps in the process, roles of the Appeals committee as well as final decision-making authority.

This guideline outlines the responsibilities of the University Staff Title Appeals Committee, as well as the appropriate steps for a title review appeal, and final determination.

Membership

The University Staff Title Appeal Committee (USTAC) shall include three member representatives from the University Staff. The Human Resources Department shall have a member of the panel serve in an ex-officio capacity. Each committee member has voting rights with the exception of the ex-officio member.

USTAC Responsibilities/Guiding Principles

Below are the responsibilities of the committee members when considering a title appeal request.

- Recommendations either for or against the title should be based solely upon evidence of an error in the classification determination in accordance with the classification specifications.
- Title appeal requests, which result in a finding that the position description reviewed was inaccurate, will be denied and the Department or Division may resubmit a title review with an accurate position description.

- Title appeals based upon legacy title specifications that are no longer relevant will not be considered.
- A committee member unable to remain objective due to a current/past working, or personal, relationship with the appellant shall recuse themselves from the process.
- Committee members shall also recuse themselves in title appeal cases initiated from their employing division/department.
- A written notification of the panel's determination shall include reasons for the determination to the Director of Human Resources.

University Staff Title Appeal Process

1. University Staff Title Review Appeal

- a. Upon receipt of the title/range notice of action from HR, the employee may file an appeal with the USTAC chair.

Note: The written request must include rationale for the appeal request, including, any relevant policy or title specification to support the appellant's request.
- b. Appeal must be filed within 15 business days of the receipt of the title assignment to the Chair of the USTAC or the HR designee in the event a Chair has not been designated.
- c. The Chair of the USTAC will schedule a hearing meeting with all responsible parties (Employee, Supervisor, and HR) to provide additional information and/or answer questions. To the extent possible, an appeal meeting should be scheduled within 15 business days of the request.
 - i. The participation in the appeal process is optional.
 - ii. The Chair of the USTAC may request case-specific information and it shall be delivered to the chair, electronically, and 5 business days in advance of an appeal.
 - iii. The party filing the appeal must provide a written justification as well as any supporting documentation that shows the title assignment is inappropriate.
- d. Each party may provide information to the USTAC panel to support their case. This information must be submitted to the USTAC Appeals panel at least five working days in advance of the hearing. Materials may be submitted electronically or in hard copy. If submitting documentation in hard copy, a set for each panel member shall be provided.

Note: Failure to submit materials in a timely fashion will result in non-consideration of that information.

- e. The Appeals panel review
 - i. The appeal process is designed to be objective, to ensure fair hearing before one's peers, to afford due consideration, and is non-adversarial.
 - ii. The appeal is for reconsideration of the title/range assignment and, therefore, should only consider information related to title definitions, comparable

position descriptions, etc.

- iii. The appeals panel does not render an opinion on salary.
- iv. Upon hearing all relevant parties and reviewing information provided, the USTAC shall finalize their review with a vote. The vote must be completed within 15 business days of the hearing.
- v. The consideration period and vote are under closed session and non-appeals members may not participate in the deliberation, or vote.
- vi. The USTAC Chair will send written notification (may be electronic) regarding the Panel's recommendation to the appellant, the Human Resources Director (office?), and the appropriate Dean/Division Head, Director or Administrator within five business days of their vote.
- vii. The Director of Human Resources or their designee will review the recommendation and render a final decision within 5 business days. The HR Director's decision is final.

**REQUEST FOR TITLE REVIEW
(To be Completed by Supervisor)**

Position _____ **Incumbent** _____

POSITION ANALYSIS

DELETED DUTIES: Identify those duties, tasks and responsibilities listed in the old position description that are no longer performed by the incumbent. Reference the deleted duties by listing them as they appear on the old position description. (Examples: "A-A1. Types dittos, correspondence..., B-B-3. Writes general replies...")

REDUCED DUTIES: Identify those duties, tasks and responsibilities listed in the old position description that now constitute a lower percentage of the employee's work time. Reference the changed duties by listing them as they appear on the old position description. (Examples: "A-A1. Types dittos, correspondence..., B-B-3. Writes general replies...")

NEW DUTIES: Identify new duties, tasks and responsibilities not listed in the old position description.

EXPANDED DUTIES: Identify those duties, tasks and responsibilities formerly listed in the old position description that now constitute a larger percentage of the employee's work time.

Explain what caused the position changes listed above. Be specific as to how those changes occurred and in what time frame. If possible, provide the name(s) of another employee, in the UW-System, whose position compares favorably with the incumbent's position.

I am requesting the above position be reviewed for a possible title change.

Supervisor's Signature

Date

**EMPLOYEE NOTIFICATION FORM
RECEIPT OF TITLE DECISION**

FIRST LINE SUPERVISOR

Attached is a Re-titling Notice, Promotion/progression and/or denial letter concerning an employee you supervise. Please complete the following actions:

1. Give the **affected** employee 1 copy of the written decision.
2. Have the employee sign and date this form acknowledging receipt.
3. Advise the employee that, if he/she chooses to appeal, it is very important to ensure that the appeal is received at the proper authority within 15 days of receiving the title assignment decision.
4. Send a completed copy of this form to the Office of Human Resources immediately.
5. Provide the employee with a copy of this form, if the employee requests one.

I hereby certify that I have completed each of the actions noted above.

Signature: _____ Date: _____

EMPLOYEE

I hereby acknowledge that I have received a copy of the attached (check appropriate box/es)

- Re-title
- Promotion/Progression
- Denial letter

Effective date of letter _____, concerning my position.

I certify that I am aware I have a right to appeal this decision within 15 days of receiving the title assignment notice and that I have read the instructions for filing an appeal, as noted on the bottom of this form.

Print Name: _____

Employee's Signature _____ Date: _____

APPEAL RIGHTS

If the Re-titling, Promotion/progression or denial decision was made and you wish to appeal, the appeal must be received, within 15 business days, in accordance with the policy: ([LINK to Policy](#))

Employee: If you have any questions about where you should send your appeal, contact Human Resources for this information. If the proper authority does not receive your appeal within the 15 business days, you will lose your right to appeal this decision.

HUMAN RESOURCES

Ensure that a signed copy of this document is in the employee's personnel file for future reference.