

RECLASSIFICATION APPEAL – INADEQUATE REFLECTION OF JOB DUTIES

**MASSACHUSETTS BOARD OF HIGHER EDUCATION
MASSACHUSETTS COMMUNITY COLLEGE SYSTEM
PROFESSIONAL STAFF CLASSIFICATION
REQUEST FOR REVIEW FORM**

Professional staff unit members may request an audit of their position from the campus Human Resource Director only if substantive changes have occurred since the last classification or appeal or if the unit member has had no other prior opportunity to appeal.

The College shall conduct an audit of your position and render a decision within ninety (90) days.

The following materials should be consulted by the unit member in completing this request for an appeal form:

- a) Current Job Classification Position Description
- b) Requested Job Classification Position Description (Unit members should review the professional classification job descriptions on reserve in the College library to identify any new job position the appellant believes is more appropriate.)

Be sure to complete every question:

Unit Member Name: _____ College: _____
Please print

E Mail: _____ College Tel: _____

College Address: _____

Current Job Title: _____ Job Title
Appealing To: _____

Please indicate the basis of your request for review:

- Upon review of my current job description it is not a true reflection of those job duties/responsibilities I am currently assigned.
Please indicate those job duties that have been added or altered since your original date of hire and what you believe to be a more accurate job title/description.

Other

Please provide any other specific facts/information or rationale you would like reviewed in consideration of this appeal.

**This Request for Review
form must be submitted to your
campus human resource office.**

Name (Please Print)

Signature

Date

Please attach additional evidence or responses as necessary.