



Minnesota  
STATE COLLEGES  
& UNIVERSITIES

# Human Resources Guideline & Interpretation

## MnSCU Classification Appeal Procedures

### STG0009

**Purpose:** To clarify the classification appeal process for all classified and MAPE/MMA unclassified positions.

**Affects:** All system colleges, universities, and the office of the chancellor

**Authoritative References:** [M.S. 43A.07](#); [M.S. 43A.08](#); MMB Administrative Procedure #7.

**Required Forms:** None

**Responsibility for Implementation:** Staffing representatives in System Human Resources are responsible for handling appeals submitted through this procedure.

**Attachments:** None

#### **Introduction:**

*What is an appeal?* An appeal is a written challenge of a classification related determination made for an individual position. An appeal of a position allocated to a classification for which the Office of the Chancellor or the campus HR Office makes the final determination should be referred to the Staffing Division. All appeals involving positions in Personnel or Labor Relation classifications should be directed to the Commissioner of Minnesota Management and Budget (MMB). Appeals handled by MMB will follow MMB procedures. An appeal may dispute:

- the classification determination,
- the determination of the type of reclassification (reallocation vs. change in allocation),
- the classified service/unclassified service designation, or
- any combination of the above.

*Who can appeal?* The incumbent or any level of supervision for the position affected by the classification determination may appeal through the college or university HR office. The incumbent may choose to send the appeal directly to System Human Resources.

*When must an appeal be made?* An appeal must be submitted, in writing, within 30 calendar days of the date of receipt of the Final Classification Notice in the Campus HR office OR within 30 calendar days from the date the incumbent is notified of the determination, whichever is later.

*What information should be included in an appeal?* An appeal must include:

- new information which was not provided with the initial request; and/or
- clarification of information presented in the initial request. (This may be necessary because an analysis of the rationale provided for the classification determination identifies that previously presented information was unclear, misleading or misunderstood.)

*When is an appeal not acceptable?* An appeal is NOT appropriate if:

- it merely expresses disagreement or unhappiness with a determination;
- there is no new or clarifying information;

*All Appeal Decisions are Final.*

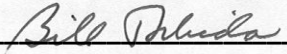
**Appeal Procedure and Responsibility:**

<b><u>Responsible Party</u></b>	<b><u>Action</u></b>
Employee, Supervisor or Campus HR	<ul style="list-style-type: none"> <li>• Determine need to appeal class determination.</li> <li>• Gather new information or clarifying information.</li> </ul>
Campus HR	<ul style="list-style-type: none"> <li>• Review for campus-wide implications and forward to system HR or MMB with any desired comments.</li> </ul>
Assigned Staffing Representative	<ul style="list-style-type: none"> <li>• Review and determine if the appeal provides new or clarifying information.</li> <li>• If new information or clarifying information is NOT presented, deny the appeal citing the reasons for the determination and notify campus HR.</li> <li>• If new information has been provided, determine if it relates to the key allocation factors for the requested class. Revise original classification determination if supported by appeal, and notify the campus HR office. NOTE: If no change in determination is anticipated, the appeal will be assigned to another staffing representative for independent review and final determination.</li> <li>• Review the request and documentation. Conduct field audit if necessary, at discretion of System Human Resources. Revise, or uphold the original audit determination, as appropriate, and notify the campus HR office.</li> </ul>
Campus HR	<ul style="list-style-type: none"> <li>• Communicate determination to the incumbent and/or supervisor and process any changes.</li> </ul>

NOTE: When a determination is revised based on the submission on new information provided on an appeal, the "date properly documented request received" on which back pay calculations are based will be determined by System Human Resources or MMB.

**Approved: 8/26/1999**

**Revised: 6/21/2006  
6/17/2009**



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**Vice Chancellor, Human Resources**

June 18, 2009

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**Date**