

**Classification Appeal Process:**

Employee should state their reasons in writing to their immediate supervisor.  
If supervisor agrees, supervisor would add supportive statement in writing and forward to VP.  
If VP agrees, VP would approve and forward to office of Payroll & Benefits for final determination.

Classification Appeal Form

Employee name:

Signature:

Position:

Current Classification:

Classification requested:

Justification for classification change:

Supervisor name:

Signature:

I endorse / do not endorse this change of classification for the following reasons:

Vice President name:

Signature:

I endorse / do not endorse this change of classification.

Director Payroll & Benefits

Signature:

Approved / Not approved for the following reasons: