

The University of Akron  
Organizational Analysis Study  
**Job Profile Appeals Procedure**

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**Purpose**

The Appeals Process has been created for employees who believe their assigned job profile has been classified incorrectly as a result of the organization analysis of the new job profile structure. Appeals will not be considered if an employee is requesting review of their grade and/or salary.

**Eligibility**

Employees who believe their assigned job profile does not reflect their currently assigned job duties and would like to have their job profile reviewed.

**Procedure**

An employee selecting to appeal the placement of their position in the new job profile structure, should follow the below steps:

- The employee must complete the Job Profile Appeals Form.
- The appeal must be submitted and received by Human Resources on or before **June 30, 2023**. The appeal should be emailed to University of Akron Classification Services [univofakron\\_class\\_srvc@uakron.edu](mailto:univofakron_class_srvc@uakron.edu) or delivered to Human Resources-Classification Services. Upon receipt of the appeal form, Human Resources will send an acknowledgement to the employee.
- Human Resources will review the original Job Survey, if submitted by the employee, and the additional information provided on the appeals form to determine if the assigned job profile is appropriate or if the position should be reclassified.
- Human Resources will review all appeals in the order in which they are received. The review will be completed as quickly as possible. Please note completion of the review process will be dependent upon the number of appeals received.
- Things to keep in mind when completing the Job Profile Appeals Form:
  - Refer to the Leveling Document and consider your normal day-to-day work responsibilities and how they impact the key factors listed on the leveling document, such as Knowledge, Teamwork and Leadership, Innovation and Problem Solving, Communication, Accountability and Self-Management, and Supervisory Role.
  - Focus on key responsibilities critical to the position and the scope of responsibility of the position.

- When indicating the percentage of time spent on each duty, consider what is performed throughout the year.
- The percentages must total 100% and each primary duty should not be smaller than 5% or greater than 50%. Do not include one-time, short-term assignments or an exhaustive list of all minor or occasional tasks.
- Use explanatory phrases telling why, where, or how often to add meaning and clarity.
- Do not cut and paste information from job profiles, the leveling document or any other reference tools.