

1. Appeal of classification decision must be made within ten (10) working days from the date of receipt of the notice of classification determination. Complete Section I of form and submit to the Human Resources Office at your institution.

Name	<input type="text"/>	Date	<input type="text"/>
City, State, Zip	<input type="text"/>	Current Title	<input type="text"/>
Email:	<input type="text"/>	Phone:	<input type="text"/>
		Current Pay Grade	<input type="text"/>
Date Requested Review:	<input type="text"/>	Institution:	<input type="text"/>
Date Classification Decision Made:	<input type="text"/>	Supervisors Name	<input type="text"/>
Name CHRO or Job Analyst:	<input type="text"/>	Department	<input type="text"/>
Decision Made (Upgrade, downgrade, no change, untimely response, etc):	<input type="text"/>		
New Title (if applicable):	<input type="text"/>	New Pay Grade (If applicable):	<input type="text"/>
Reason for filing appeal:	<input type="text"/>		
Employee Signature	<input type="text"/>	Date	<input type="text"/>

2. The Human Resources Office has five (5) working days to render a decision on whether the original decision shall be upheld.

CHRO decision on appeal:	<input type="text"/>		
Additional information or explanation by CHRO or Job Analyst:	<input type="text"/>		
Chief Human Resources Officer Signature	<input type="text"/>	Date	<input type="text"/>

3. The classified employee has five (5) working days from date of receipt of response from HR to appeal the action to the Vice Chancellor for Human Resources for submission to the Job Classification Committee (JCC). Send appeal with PIQ, HR response and any related documentation to: Vice Chancellor for Human Resources, WV Higher Education Policy Commission, 1018 Kanawha Blvd.E. Suite 700, Charleston, WV 25301

I wish to appeal final determination to the Vice Chancellor of Human Resources for submission to the Job Classification Committee (JCC).

Employee Signature	<input type="text"/>	Date	<input type="text"/>
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Per Legislative Rule, Series 53, entitled, "Human Resources Administration," the JCC shall notify the classified employee, and the organization's Human Resources Office, of its decision in writing, within within twenty (20) working days from the date of receipt of the appeal to the Vice Chancellor for Human Resources. The notification shall specify the effective date should there be any change in status. Please see [Legislative Rule, Series 53, Human Resources Administration](#) for more information.