

CLASSIFICATION APPEAL PROCESS

The objective of the Classification Appeals Process is to achieve timely classification and compensation decisions through placement of responsibility for the classification process at the local college and to provide for timely resolution of any appeal of those decisions. See also the [MCCC Appeals page](#).

Forms all contained in the Print version of the [Contract](#):

Classification Appeals Process – page 118

Classification Appeals Form 2 (for points). – page 123

Classification Appeals Form 4 (Professional Staff Audit). page 125

The Classification Appeal Form 3 is used to appeal the decision on an initial point calculation/and or job classification rendered by the college HR office. – page 124

Timetable For Appeals

Data Form Submitted by New Hire - 10 Days of Start Date

Point Calculation To Unit Member & MCCC

30 Days of Start Date M002 to Faculty & M004 to Professional Staff Request
Point Review

30 Days of Receipt of Point Calculation

OR

Request Professional Staff Reclassification – Audit

College's Response

Points -14 Days

Audit -90 Days

If Denied

Appeal to Committee -10 Days

If Awarded

Calculation Changes - Effective Date of Hire

Reclassification Changes - Retroactive to first payroll after original request

using existing point system in place.