

CSU Classification Mapping and Appeal Process

As part of the classification study, CSU and CSUEU have agreed on a process to map employees into new classifications based on their current position descriptions. Here's what you need to know:

Step 1: Notification

- Your campus Human Resources (HR) department will notify you **if your position is affected**.
 - The notification will include your **new classification** as determined by HR.
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Step 2: Review the New Classification

- Carefully review the classification HR has assigned to you.
 - Compare it to your **current job duties** and responsibilities as described in your **position description**.
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Step 3: If You Disagree with the New Classification

You have the right to appeal. It is **your responsibility** to initiate this process and provide supporting information.

To appeal:

1. **Respond to your campus HR in writing.**
2. **Clearly state that you disagree** with the new classification **and why**.
3. **Include documentary evidence** to support your position.

Examples may include:

- Your current position description
 - Documentation of duties or responsibilities not reflected in the new classification
 - Organizational charts or reporting structures
 - Any communications or records that illustrate your actual work duties
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Important Notes:

- Be specific and factual in your response.
- Focus on your actual duties and how they align more closely with a different classification.
- Submit your appeal **within the timeframe provided by HR**.
- If you did **NOT** receive notification and believe you **SHOULD** be reclassified, follow the same process above to appeal.