

**NEW HIRE
NOTICE TO UNIT MEMBERS**

Date
Unit Member
Home Address

RE: Classification Points Allocated to Your Position

Enclosed is your completed data form (MOO2/MOO4) that reflects the points allocated to your current position at the time of your hire. The points are calculated as part of the classification system and resulted in the salary level determination for your current position.

As part of the classification system you are afforded an opportunity to review the point calculation and have that calculation reviewed should you believe there is some error. In the event you want the Human Resource office to review your point calculation you must file the Point Calculation Request for Review form with the Human Resource office within thirty (30) days.

The Human Resource office must issue a decision of its review in writing to you no later than fourteen (14) days from receipt of your request for review. You then have the right to appeal the decision of the Human Resource office to the Classification Appeals Committee by no later than ten days of receipt of the Human Resource office decision. Should you decide to file such an appeal you may do so by completing the Classification Appeal Form and mailing it to the MCCC address shown on the appeal form (the form will be mailed to you along with the review decision of the Human Resource Office).