

**MCCC UNIT MEMBER CLASSIFICATION PLACEMENT
REQUEST FOR REVIEW FORM**

**MASSACHUSETTS BOARD OF HIGHER EDUCATION
MASSACHUSETTS COMMUNITY COLLEGE SYSTEM**

Professional staff unit members may request an audit of their position from the campus Human Resource Director only if substantive changes have occurred since the last classification or appeal or if the unit member has had no other prior opportunity to appeal.

The College shall conduct an audit of your position and render a written decision within ninety (90) days.

The following materials should be consulted and included in this packet by the unit member in completing this request for an appeal form:

- a) Current Classification Specification (Job Position Description)
- b) Proposed Classification Specification (on reserve in college library or on line at the Board of Higher Education website: <http://www.mass.edu/hr/home.asp?id=12&iid=12.3> or the MCCC website at: <http://mccc-union.org/Appeals/index.html>) or New Classification Specification proposal
- c) Most current completed E7

Be sure to complete every question:

Name: _____ College: _____
Please print

E Mail: _____ College Tel: _____

College Address: _____

Current Classification Specification: _____ Classification Specification Appealing To: _____

My current job description it is not a true reflection of those job duties/responsibilities I am currently assigned.

Please indicate those job duties that have been added or altered since your original date of hire and what you believe to be a more accurate job title/description.

Please provide any other specific facts/information or rationale you would like reviewed in consideration of this appeal.

This request for review form must be submitted to your Human Resource office.

Name (Please Print)

Signature

Date