

REQUEST TO APPEAL CLASSIFICATION OF TRUST-FUNDED POSITION

(Cover Letter)

Personnel Administrator
Human Resources
Whitmore

Dear Sir:

I hereby appeal the classification of my trust-funded position and request a classification audit and evaluation in order to determine whether it is appropriately classified in the (institution)

Classification plan

I am requesting that my position be changed from

Title: _____ to Title: _____

Enclosed is a fact sheet listing my current duties and other pertinent information.

Sincerely yours,

Name

Department

Home Address

REQUEST TO APPEAL CLASSIFICATION OF TRUST-FUNDED POSITION FORM
(Fact Sheet)

PLEASE TYPE OR PRINT

Name _____

PRESENT TITLE : _____

Grade: _____

REQUESTED TITLE: _____

Grade: _____

DEPARTMENT: _____

Unit _____

IMMEDIATE SUPERVISOR _____

Title _____

DATE OF HIRE IN CURRENT POSITION: _____

NAME & TITLE OF PERSONS YOU SUPERVISE (IF ANY):

CHANGE IN DUTIES AND RESPONSIBILITIES SINCE ASSUMING CURRENT POSITION:

APPROXIMATE % OF TIME SPENT ON EACH DUTY:

LIST DUTIES PERFORMED (USE ADDITIONAL PAGE IF NECESSARY):