

Following a classification review the employee will receive an email similar to the following:

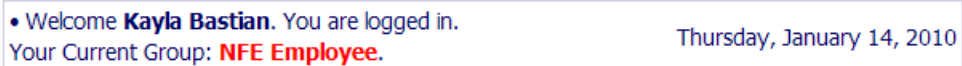
“The review of your Position Description is completed. Human Resources will contact you in the next day; please contact them directly if you are not notified. Your appeal procedure according to BOR Policy 4:9 establishes the timeline to begin today for the 14-day period.”

Thank you,

Board of Regents Human Resources

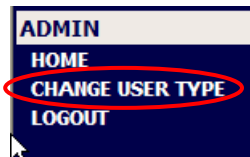
The employee has 14 days from the date the classification decision was approved by BOR to initiate an appeal:

- 1) The employee should log in to SNAP.
- 2) Click on the Employee Tab.
- 3) Click on “Job Description” in the My Employment Details channel.
- 4) Log in to Yourfuture using you SNAP username and password.
- 5) Verify that your current group is “CSA Employee” at the top next to your name.

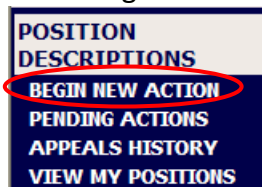


• Welcome **Kayla Bastian**. You are logged in.
Your Current Group: **NFE Employee**. Thursday, January 14, 2010

- a. If it needs changing use the “Change User Type” link on the left menu, near the bottom.



- 6) Click “Begin New Action.”



- 7) Select “CSA – 5. Appeals Process”

Begin New Action

Begin New Action	
2 Records	
▲ Action	▼ Action Description
CSA - 2. Employee Update/Review a Position Start Action	This action is primarily for CSA employees to review current CSA positions and update the position as applicable to ensure the position of record reflects the current duties performed.
CSA - 5. Appeals Process Start Action	This action allows CSA employees the ability under BOR Policy 4:9 to appeal a classification. See BOR Policy 4:9 .

- 8) Your recent action should appear – click “Start Action” link.
- 9) Complete the requested fields on each screen.
- 10) Click “Appeals: Send to BOR HR by Employee” on the routing screen and click Continue.
- 11) Click Confirm.