



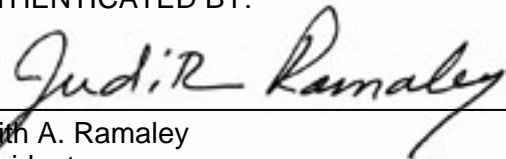
Winona State University

AFSCME Position Description Appeal Process

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1. **PURPOSE:** To describe how Winona State University will administer the review process for dealing with position description disputes for employees in the American Federation of State, County, and Municipal Employees (AFSCME), Council 6 bargaining unit.
 2. **AUTHORITY:** Article eighteen (18), Section 11, the Agreement between AFSCME and the State of Minnesota states: "the Appointing Authority shall develop an internal appeal system to review disputes regarding the accuracy of position descriptions."
 3. **OPERATING POLICY:** Descriptions of new positions are the sole responsibility of the supervisor. Revisions of existing positions will occur by either:
 - A. Initiative by incumbent to suggest new language to better reflect responsibilities which he/she is carrying out. Such new language is subject to approval by the immediate supervisor.
 - B. Initiative by the supervisor to make revisions to reflect new or expanded assignments given to the incumbent.
 4. **APPEAL PROCESS:**
 - A. If an incumbent feels that his/her position description does not accurately reflect his/her duties, he/she may request review of the position description by submitting the following to his/her supervisor's supervisor:
 - 1) his/her current position description as approved by the immediate supervisor;
 - 2) his/her revised position description containing the disputed language;
 - 3) a cover memo detailing the points of difference between (A) and (B), and the rationales for his/her disagreement with (A). A copy of this memo shall be forwarded to the area vice president.
 - B. The supervisor's supervisor shall review the materials presented and render decision within thirty (30) days of receipt of the materials.

This WSU Regulation supersedes WSU Regulation 5-15 dated March 22, 1990.

AUTHENTICATED BY:



Judith A. Ramaley
President

August 13, 2007

Date of Adoption

Regulation 5-15

Authoritative References:

[MnSCU/AFSCME Agreement, Article 18](#)

President

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Date of Revisions: 8/13/07