

# Bullet List of Items to Include in a Formal Appeal.

- A copy of their appeal to the college
- A copy of the college's answer
- Any correspondence from supervisors supporting or denying the appeal
- Current job description (both classification and actual)
- Job description that they are appealing to (both classification and actual)
- Most importantly – a detailed description of why they believe they should be classified in the new position with as much comparison to the new job description/ classification specification as possible.
- Any evidence of a change in work assignment which validates a new requirement of skill level consistent with the classification being sought.

Note: It is not the amount of work that is relevant but the nature of the work.

*This list was created by MCCC Joe LeBlanc from information given to him by former MTA Reps., Michelle Gallagher and Katie D'Urso.*