

Career Paths Reconsideration Process

Reconsideration Request

Employee

- ✓ Employee completes 'Mapping Reconsideration Request' Form
- ✓ Employee sends completed form to manager outside of the bargaining unit, HR at: hr-communications@uconn.edu, and UCPEA at: classification@ucpea.org

Human Resources

- ✓ HR receives completed 'Mapping Reconsideration Request' Form by 01/15/2021
- ✓ HR reviews form and evaluates submitted documentation
- ✓ HR reviews manager comments, if any
- ✓ HR contacts employee or supervisor for more information, if necessary
- ✓ HR notifies the employee, supervisor, and UCPEA of the reconsideration decision

Once the January 15th deadline passes, Human Resources will assess the volume of new requests and discuss a reasonable timeline with the Union. The timeline will be posted to the HR [website](#).

UCPEA

- ✓ UCPEA Receives requests via email at: classification@ucpea.org

Manager outside of the bargaining unit

- ✓ Manager reviews and adds comments to the request
- ✓ Manager sends signed form to HR via email at: hr-communications@uconn.edu

HR Approves

Employee's position mapping changes, effective date of initial Career Paths mapping (07/03/2020)

HR Does Not Approve

Employee remains mapped to their initial Career Paths mapping