

## **SECTION 3.30 CLASSIFICATION APPEAL HEARING**

**Last Update: 7/15**

If an employee or appointing authority disagrees with a final classification decision and wishes to appeal, he or she must check the appropriate statement on the decision letter and return it so it is received by the Department of Administrative Services – Human Resources Enterprise (DAS-HRE) within 14 calendar days following the date of the decision. A statement must also be attached to the letter that identifies the job class being requested and explains why the requested job class is appropriate.

If a decision was not issued by DAS-HRE within the prescribed time period, the employee or appointing authority may submit an appeal within 14 calendar days following the date a notice should have been issued. The appeal must include written comments that state the job class being requested and explain why the requested job class is appropriate.

All requests for appeal must be submitted to: *Chair, Classification Appeal Committee, c/o Iowa Department of Administrative Services – Human Resources Enterprise, Hoover State Office Building, Level A, 1305 E Walnut St., Des Moines, IA 50319-0150).*

### **Hearings**

Classification appeal hearings are scheduled pursuant to Iowa Code section 17A.12.

Classification appeal hearings:

- Are held in-person in Des Moines, telephonically, or via the ICN, as determined by the Committee Chair. The parties are notified by email and/or mail of date, time, and location. Requests for reasonable accommodations should be directed to the Committee Chair.
- Are heard by a Classification Appeal Committee comprised of a three-member panel.
- Are audio recorded.
- Proceed in the following manner:
  - The appellant and the DAS-HRE representative will have an opportunity to provide an opening statement, present their evidence and provide a closing statement.
  - Each side will have an opportunity to ask questions of one another and cross-examine any witnesses.
  - The appellant will present first at each stage of the proceedings, as the appellant carries the burden to prove his or her case.
  - The committee may ask questions of either side.

### **Appeal Decisions**

Classification appeal hearing decisions:

- Are issued in writing within 30 calendar days after the close of the hearing record.
- Decide whether there has been a substantive change in duties, grant or deny the job classification requested, or remand it to DAS-HRE for further review.
- Constitute final agency action, unless the decision is subject to a Request for Reconsideration, a Stay of Agency Action, or Rehearing, pursuant to Iowa Code 17A.19
- Become effective on the date set by DAS-HRE. If the Department of Management does not approve the funding for the reclassification, duties commensurate with the previous job classification must be restored within three pay periods following that decision.