

LOCAL 1180

6 Harrison Street



COMMUNICATIONS WORKERS OF AMERICA, AFL-CIO

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GLORIA MIDDLETON
President

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The Union has negotiated an appeals procedure with the City. This appeals procedure allows Administrative Managers to challenge the level they were placed in by their agency, and in a final and binding arbitration determination, place you in the appropriate level based on your duties and responsibilities as spelled out in the official job description. This is obviously very important because it can mean a difference of thousands of dollars in pay while employed, and in your pension when you retire. In order to properly evaluate and track your claim, we must keep complete and accurate records of your claim, which is why we are implementing an online claims process.

Please follow the steps below to file your claim for possible placement into a higher level:

1. Log into the Membership Management Portal (MMP) accessed through the CWA 1180 website www.cwa1180.org. If you have problems logging in, please call 212.331.0906 or email support@cwa1180.org
2. Once you log in, click on "Admin Mgr Appeal Process". That link will take you to the following forms that must be downloaded and completed:
 - a. Appeal Administrative Manager Level Determination Cover Sheet
 - b. Questionnaires: **(Complete only ONE questionnaire based on the level you are seeking)**
 - i. Questionnaire for Advancement to Administrative Manager Level II
 - ii. Questionnaire for Advancement to Administrative Manager Level III
 - c. Duty Sheet for Administrative Manager Level Determination
 - d. Summary Sheet for Administrative Manager Level Determination
3. Prepare the documentation for your claim, i.e. tasks and standards, evaluations, job description posts, applicable emails, requests for promotions, etc.
4. After completing all forms, please email the forms and documentation to staffrepservices@cwa1180.org or fax them to 212.966.6831.

A committee of the Union's classification experts will review your information and staff will contact you to share the committee's findings. Substantiated cases will be presented at a Step II Hearing held at the agency level. If the agency's determination is unsatisfactory, then your claim will be reviewed by a Labor Management Committee composed of an equal number of City and Local 1180 representatives, held at the Mayor's Office of Labor Relations. If there is still an unsatisfactory determination, we will move to final and binding arbitration of your claim.

Please feel free to call your Staff Representative if you have any questions.

Stronger Together,

Gloria Middleton
President