# THE UNIVERSITY OF MICHIGAN

## STANDARD PRACTICE GUIDE

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| **SECTION:** | Personnel | **Number:** | 201.10 |
| | | **Revised:** | 7/1/88 |
| **SUBJECT:** | Definitions | **Date Issued:** | |
| | | **Attachment(s)** | 0 |
| **APPLIES TO:** | Personnel Standard Practice Guides (Refer to Collective Bargaining Agreements for negotiated definitions where applicable) | | |
| **ISSUED BY:** | Personnel and the Office of the Provost and Vice President for Academic Affairs | | |

ADDITIONAL COMPENSATION: Pay, whether in money or in-kind, that is in excess of the base monthly salary or hourly rate of pay, excluding overtime compensation. Additional compensation includes shift incentive payments.

APPOINTMENT: Document issued by The University of Michigan which identifies classification, department, employment status, rate, and appointment fraction. The appointment fraction equates to the hours normally scheduled to work.

CALENDAR WEEK: Seven(7) consecutive calendar days beginning at midnight between Saturday and Sunday.

DAY: The twenty-four (24) consecutive hour period beginning with the staff member's starting time on each work day.

DEPARTMENT: A budget unit identified by a four digit "organization code" number issued by The Accounting Office. A budget unit is generally recognized by the University as a department for the purpose of reducing the work force except that large units identified by only one "organization code" number may be subdivided pursuant to the provisions of SPG 201.72 (Reduction in Force.)

DISCHARGE: Dismissal of a staff member for misconduct, incompetence or other good reason.

DISCIPLINE: Action taken against a staff member as a result of misconduct. Discipline can be an oral reprimand, written reprimand, disciplinary layoff, written warning in lieu of a disciplinary layoff or discharge depending on the nature of the misconduct.

FULL-TIME Employee: A regular or temporary staff member normally scheduled to work forty (40) hours per week.

HOLIDAY: The consecutive twenty-four (24) hour period commencing with a staff member's starting time on the calendar day on which a University designated Holiday is observed.

HOURLY RATE: The hourly rate shown in the Compensation schedule, or the base monthly salary multiplied by twelve (12) and divided by two thousand and eighty (2080). This excludes any additional compensation such as shift premium.

INCOMPETENCE: The lack of knowledge, skills or overall ability to meet the requirements of a job.

LAYOFF: Inactive employment status resulting from reduction of the work force.

MISCONDUCT: Performance, conduct or behavior, whether by act or omission, which interferes with or adversely affects in any way the orderly or efficient operation of the University. This includes any violation of rules and regulations, whether written or unwritten, or unsatisfactory work performance which is caused by other than a lack of capacity or ability, and off duty or off premises behavior which adversely affects the employment relationship. "Misconduct" may also be called "unsatisfactory performance" or "undesirable conduct" or any similar term and is just cause for taking disciplinary action.

OFFICE CLASSIFICATIONS: This group includes occupations requiring a knowledge of general office practices and procedures and skills in the operation of various office equipment, such as typewriters, word processors, computer terminals, calculators, and duplicating and dictation machines.

Typical functions performed include the preparation, processing, classification and filing of correspondence and records; coordination of office procedures; maintenance and verification of accounts, reports and records; reception and referral of clients and visitors; and relieving officials of routine to moderately complex administrative tasks.

OVERTIME: Time worked by a staff member in excess of the standard established either by law, by a collective bargaining agreement, or by University policy. (See SPG 201.38, 201.38-1 or the appropriate collective bargaining agreement for specific provisions for overtime pay.)

PART-TIME EMPLOYEE: A regular or temporary staff member normally scheduled to work less than forty (40) hours per week.

PROBATIONARY EMPLOYEE: A regular staff member who has not completed his probationary period.

PROFESSIONAL/ADMINISTRATIVE CLASSIFICATIONS: This group includes occupations requiring advanced knowledge in the field of science and learning, including work that requires the consistent exercise of discretion and judgment; or occupations in a recognized field of artistic endeavor, including work that requires invention, imagination, or talent; or occupations requiring responsible policy making, planning, supervising, coordinating or guiding the work activity of others in a department or sub-division thereof.

QUALIFICATIONS: The knowledge, skill, training, ability and experience necessary or desired to effectively perform the duties of a position.

QUIT: Termination of employment at the employee's initiative without two (2) weeks notice or having given two (2) weeks notice, employee fails to work through the effective date.

RATE: The base monthly salary or hourly rate shown in the Compensation schedule excluding any additional compensation such as shift premium.

RECALL: Return to active employment in any position or a return to former classification and department from a layoff or transfer resulting from a reduction in the work force.

REDUCTION OF THE WORK FORCE: The elimination of a filled position(s) in a classification in a department because of circumstances such as, but not limited to a lack of work, lack of funds, or a reorganization.

REGULAR COMPENSATION: Rate plus shift premium, if applicable.

REGULAR EMPLOYEE: A staff member whose employment is either full or part-time and is reasonably expected to continue indefinitely.

RESIGNATION: Termination of employment at the employee's initiative with at least two weeks written notice and the employee works through the effective date of resignation.

SENIORITY: The uninterrupted employment with the University beginning with the last day of appointment including any period of absence authorized by the University.

SERVICE DATE (EMPLOYMENT DATE): The first day of the current continuous employment relationship.

SERVICE/MAINTENANCE CLASSIFICATIONS: This group includes those positions which require the application of physical effort and manual skills. Required knowledge and skills are normally acquired on the job or through apprenticeship training.

STUDENT EMPLOYEE: Any individual enrolled in the University of Michigan and employed by the University whose primary purpose for being at the University is to obtain an education. Student employee status for this purpose is not affected if a student employee is not enrolled during the period between consecutive terms or during the Spring-Summer term.

SUPERVISOR: An individual having authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them, or to adjust their grievances, or effectively to recommend such action and who uses independent judgment in the exercise of such authority.

SUSPENSION: The interruption of active employment and the stopping of pay pending a decision about the extent of disciplinary action, if any, to be taken.

TECHNICAL CLASSIFICATIONS: This group includes occupations concerned with the theoretical or practical aspects of fields of endeavor that require rather extensive education or practical experience, for the proper performance of the work; the need for initiative and judgment in dealing with complicated work situations is considerably less than in those fields which are considered as "professional". Technical occupations are typically confined to relatively restricted fields of activity, many of them being concerned with the technical or mechanical aspects of

broader theoretical fields of endeavor, and knowledge of which is characteristically acquired through appropriate experience or formal education beyond high school.

TEMPORARY EMPLOYEE: Any non-student employee whose employment either full or part-time in a specific position which is irregular, sporadic, or casual or is fixed at the time of employment to not exceed 12 consecutive months and is established for:

1. A specific project.
2. Relief for regular employee absence.
3. Augmenting regular staff occasioned by resignations, dismissals, increased work loads, or other conditions that may create a short term need.

TERMINATION: Generic term for the ending of the employment relationship at the initiative of the staff member or the University for any reason, including misconduct. A misconduct termination, however, is usually referred to as a discharge.

TIME WORKED: Time worked, for the purpose of computing hours of work, shall include all time a staff member (1) is actually at work or required to be on duty and (2) cannot use the time for his own purposes, whether or not he is actually working, and time spent waiting for and receiving medical attention at the direction of the University during the staff member's normal working hours on a day when he is working. It shall also include paid time whether or not actual work is performed except it shall not include paid time for a holiday which falls on an employee's scheduled day off unless he works that day. It shall not include time spent in an on-call status, time allowed for sleep, or time spent in a travel status when the travel occurs outside the staff member's regularly assigned working time, except when the travel also involves the actual performance of the duties and responsibilities of the position.

WORK SCHEDULE: The time assigned a staff member as working time and non-working time. It may begin at any time on any calendar day whether or not the staff member is assigned working time that day.