THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Human Resources	**Number:**	201.34
		Revised:	7/1/05
SUBJECT:	New and Changed Positions	**Date Issued:**	
		Review Date:	7/1/09
		Attachment(s)	0
APPLIES TO:	Regular Staff with the exception of those represented by a bargaining unit		
ISSUED BY:	Human Resources Office and the Office of the Provost and Executive Vice President for Academic Affairs		

I. Policy

The University may establish or change positions.

II. Definitions

A. A "position" is a group of duties, responsibilities and working conditions requiring the service of one person for the hours per week specified.

B. A "classification" is a group of positions sufficiently similar in content of duties and responsibilities that the same University title and pay grade is assigned to each position.

C. To "classify" is the assignment of a position to a classification.

III. Regulations

A. New positions are classified and existing positions reclassified at the request of the department.

B. Employees may initiate a review of their position classification by contacting the appropriate Human Resources Office.

C. Positions may be established or changed only after the following conditions have been met:

1. Approval by the appropriate department budget authority; and

2. Approval of the classification by the appropriate Human Resources Office.

D. Applicants for employment may not be hired or processed before a position is established or classified.

Procedures: http://www.umich.edu/~hraa/procedures/spg201-34.htm