THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Human Resources	**Number:**	201.61-1
		Revised:	12/30/04
SUBJECT:	Temporary Promotion/Salary Adjustment	**Date Issued:**	12/1/90
		Review Date:	12/30/08
		Attachment(s)	0
APPLIES TO:	Regular Allied Health, Office, Professional/Administrative, Coaches in the Athletics Job Family, and Technical Employees		
ISSUED BY:	Human Resources and the Office of the Provost and Executive Vice President for Academic Affairs		

I. Policy

The operational needs of a unit may necessitate that an employee be assigned on a consistent, but temporary, basis to perform work that is characteristic of a higher salary grade. In that event, a temporary promotion and salary adjustment may be made under the following regulations.

II. Regulation and Definitions

A. When Exempt Professional/Administrative and Allied Health employees perform the majority of duties that are characteristic of a position classified in a higher salary grade on a temporary basis for a period of at least thirty (30) consecutive calendar days, they may receive additional compensation for the entire period of the assignment in the form of a temporary salary adjustment. When prompt title recognition of the added responsibility is necessary or, when the assignment is to be for a period of about six (6) consecutive months or longer, a temporary change of classification for the entire period of the assignment may also be made.

B. When Non-exempt Professional/Administrative, Allied Health, Office and Technical employees perform the majority of duties that are characteristic of a position classified in a higher salary grade on a temporary basis for at least fifteen (15) consecutive calendar days, they may receive additional compensation for the entire period of the assignment in the form of a temporary salary adjustment. When prompt title recognition of the added responsibility is necessary or, when the assignment is to be for a period of about six (6) consecutive months or longer, a temporary change in classification for the entire period of the assignment may also be made.

C. Request for temporary promotions or salary adjustments will be reviewed by the appropriate Human Resources Office to determine if the position duties are characteristic of a position classified in a higher salary grade and whether the level of additional compensation is appropriate. Temporary salary adjustments will be made in accordance with regular promotional increase guidelines. Such additional compensation and the resulting salary should be within the salary range for the higher level classification. The affected employee's compensation will be reduced by the same amount at the time of return to the position previously held or duties previously performed.

D. An employee's eligibility for regular merit increases will not be affected during periods of temporary promotion.

E. Temporary promotions are generally expected to be in effect for less than one (1) year. Requests to exceed this period may be reviewed and endorsed by the appropriate Human Resources Office prior to authorizing the extension.

F. A temporary promotion or temporary salary adjustment should include a projected ending date based on the anticipated duration of the assignment.

G. Temporary promotions or salary adjustments of less than six (6) months in duration will not affect benefit and overtime eligibility or vacation accruals.