

Medical School HR Policies

Your Job Title

➤ **Classification Framework**

Your job title at The University of Michigan is part of the classification framework. The framework consists of Career Families, Career Bands, Job Roles, and Market Titles. These categories help organize the wide range of job classifications into a “career friendly” grouping. Grouping the positions in this way allows the institution to identify and recognize competencies; establish career paths and development goals; help staff to navigate the system in a logical way; use market referencing to assist with determining equitable salaries and competitive positioning; and assist external applicants in their application process. Below is an overview of the Classification System in place at the University of Michigan. More information is available on line at: <http://careernavigator.umjobs.org/>. For further information on classification, please see SPG 201.34.

➤ **Career Family**

Career Family is a broad meaningful grouping of jobs commonly clustered within a career emphasis. Content of defined work within a job is the key criteria in determining relationship to this familial structure. Currently there are 20 different career families. They are:

| | |
|---------------------------------|-----------------------------|
| Academic & Student Services | Administration |
| Communications & Marketing | Engineering & Architecture |
| Environmental Safety & Security | Facilities Operations |
| Finance | Healthcare Administration & |
| Support | |
| Health Plan | Hospitality |
| Human Resources | Information Technology |
| Institutional Advancement | Instructional Services |
| Legal & Governmental Relations | Libraries & Museums |
| Patient Care Services | Purchasing |
| Research | The Arts |

➤ **Career Bands**

Career Bands are a sub-set of jobs, commonly found in the market, clustered in the Career Family referenced above. Examples would be:

Career Family: Finance
Career Bands: Financial Analysis
Tax Accounting

Career Family: Human Resources
Career Bands: Employment and Recruiting
Salary and Wage Administration

➤ **Job Role**

Job roles are either Professional or Managerial, and they categorize the primary purpose of the job and the relationship jobs have to one another. Managerial roles require the supervision of three or more full time staff.

➤ **Market Title and Working Title**

The market title is the official title that is given to your position. This title may be seen in the Career Family Navigator. In addition to your market title, you may also have a working title that better describes the nature of the job, or is a commonly known title in your profession.

➤ **Classification Example**

| | |
|----------------|----------------------------------|
| Career Family: | Facilities Operations |
| Career Band: | Facilities Management & Services |
| Job Role: | Professional |
| Market Title: | |

Your Salary

➤ **Salary Ranges**

The University currently does not have specific salary ranges assigned to each position. Rather, salaries are set by using a combination of external labor market information, salaries paid to comparable staff within the University, departmental budgets, and departmental internal equity. Departments are responsible for establishing and maintaining appropriate and equitable salaries within their unit. If you should have any questions or concerns about your specific salary, it is recommended that you talk with your supervisor. For further information on salary increases, please see SPG 201.07.

➤ **Salary Increases**

The University of Michigan has an annual merit program effective in September of every year. At this time, based on your performance in your position, you may receive an increase to your base salary or a lump sum payment. Notification is typically received from your immediate supervisor. For further information on salary increases, please see SPG 201.07.

➤ **Performance Planning and Evaluation**

Regular and structured review of staff members' accomplishments, future goals and progress is an integral part of staff development. Performance evaluations should take place at least annually and should be conducted by your supervisor, lab director, or principal investigator. Aspects of performance including completion of tasks, attendance, leadership abilities, and contributions to the work team should be evaluated. The

performance evaluation summary should review accomplishments made during the year, areas of improvement, and expectations for the coming year. For further information performance planning and evaluation, please see SPG 201.41.

Your Employment

➤ **Your Date of Hire**

Your date of hire with the University is the date you most recently began regular employment. You maintain your date of hire as long as you continuously work for the University. If you should terminate from the University, you may be Rehired at any time if you are eligible. If you are rehired by the University, you may then be eligible to apply for Reinstatement or to receive Credit for Prior Service.

- **Reinstatement:** If you terminated employment with the University and are subsequently rehired; you may be reinstated provided you:
- had a minimum of one year of continuous service as a regular employee and were recommended for rehire prior to leaving the University;
 - returned to work within one year from the date of termination; and
 - remain re-employed with the University for at least three continuous years.

Your service date will be adjusted to provide the reinstatement credit for which you are eligible, provided you apply for reinstatement following completion of three continuous years of reemployment. For further information on reinstatement, please see SPG 201.49.

- **Credit for Prior Service:** If you had a break in service of more than one year, you may request credit for prior service with the University provided that:
- you had a minimum of one year of continuous previous service as a regular employee;
 - the break in service is greater than one year;
 - the length of the break was less than the length of service prior to termination;
 - you have completed ten years of current continuous University service.

Credit for prior service will be used in determining eligibility for retirement and service awards only. Crediting of prior service will have no effect on any other University benefits.

You may elect the credit for prior service option, or the reinstatement option only once. To retire with benefits requires a benefit eligible appointment. Please see SPG 201.83 Retirement, or consult with the Benefits Office. Please see SPG 201.49 for further details and criteria regarding credit for prior service.

➤ **Reduction in Force (RIF)**

The Medical School tries to avoid situations where staff members may be laid off, however, layoffs may be necessary when there is insufficient work, loss of funding or reorganization of an office that eliminates a position. Written notice will be given to all staff members prior to layoff. Staff members with 10 or more years of service will receive a 90-day written notice and staff members with less than 10 years of service will receive at least a 30-day written notice. For further information regarding RIF, please see SPG 201.72.

➤ **Probation Period**

All regular non-union staff have a probationary period of six months which begins the first day you start work. You will only serve one probationary period at the University each time you are hired and this timeframe is fixed. The probationary period is used to assess your work behavior and performance. If you have any questions, please refer to [SPG 201.43](#) for further details.