

Standard Practice Guide Policies

Definitions

201.10

Applies to: All Faculty and Staff

PURPOSE

To provide definitions to terms used in Human Resource policies, procedures and practices.

ADDITIONAL COMPENSATION

Pay, whether in money or in-kind (awards, prizes, gifts, etc.), that is in excess of the base monthly salary or hourly rate of pay, inclusive of premiums and differential payments. Overtime compensation is excluded. Awards, prizes and gifts (excluding raffles) that are presented to university faculty or staff are generally subject to tax withholding.

ADMINISTRATIVE DEPARTMENT

The department that is responsible for the maintenance of an appointment: pay rate, percent employed, assignments, conditions of employment, etc. If a faculty member has a joint appointment, a memorandum of understanding will indicate which department will be the administrative department. The instructional department is where the faculty member's instructional allegiance lies.

APPOINTING DEPARTMENT

Department where the appointment is held.

APPOINTMENT

Identifies classification, department, employment status, rate, and appointment fraction. The appointment fraction equates to the hours normally scheduled to work.

APPOINTMENT ANNUAL FULL-TIME RATE (FTR)

The annualized full-time rate, also called the Institutional Base Salary, reflects the amount of pay an employee would receive if they were employed full-time for the entire academic or calendar year. Excluded from this figure are monies that some University employees may receive, such as: summer teaching, summer research, overload appointments, extension teaching, awards for distinguished professors, incentive payments, clinical service, overtime, and temporary administrative differentials.

CALENDAR WEEK

Seven (7) consecutive calendar days beginning at midnight between Saturday and Sunday. A calendar week is a fixed and regularly recurring period of 168 hours, or seven consecutive 24-hour periods.

CAREER FAMILY CLASSIFICATION SYSTEM

A market-referenced system made up of several elements that link current University positions to relevant

positions in the marketplace. More information can be found here: <https://careernavigator.umich.edu> (<https://careernavigator.umich.edu>)

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 six 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 (/policy/201.72) (Reduction in Force).

DISCHARGE

Staff member is terminated from employment by decision of the University. Normally used after staff member has committed an act of misconduct or insubordination after which employment cannot be continued.

FULL-TIME EMPLOYEE

A regular or temporary staff member typically scheduled to work forty (40) hours per calendar week.

FUNDING DEPARTMENT

Department which financially supports the appointment.

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

For exempt employees, it is the base monthly salary multiplied by twelve (12) and divided by two thousand and eighty (2080). For non-exempt employees, it is the biweekly salary rate divided by 80. This excludes any additional compensation such as shift premium.

INSTRUCTIONAL DEPARTMENT

Academic department in which a teaching faculty's instructional allegiance lies.

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.

OVERTIME

Time worked by a non-exempt staff member, as defined by the Fair Labor Standards Act, in excess of the standard established either by law, by a collective bargaining agreement, or by University policy. (See SPG 201.38 (/policy/201.38), or the appropriate collective bargaining agreement for specific provisions for overtime pay.)

PART-TIME EMPLOYEE

A regular or temporary staff member typically scheduled to work less than forty (40) hours per week.

PROBATIONARY EMPLOYEE

A regular staff member who has not completed their probationary period.

QUALIFICATIONS

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

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 IN 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 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 employment.

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 first day of appointment including any period of absence authorized by the University.

SERVICE DATE (EMPLOYMENT DATE)

The first day of the current continuous regular employment relationship.

SUPERVISOR

An individual having authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct, oversee, or evaluate the work of other employees, directly, indirectly, or functionally, 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.

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/her own purposes, whether or not they are 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 they are working. 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.

WORKING TITLE

An optional customized title that provides greater understanding of the responsibilities and scope of the job than does the market title. Working titles are set by the business unit or department according to established guidelines.

Notes

December 2-23: Reviewed and updated.

Reviewed August 28, 2019 with no changes.

File Attachments

Printable PDF of 201.10, Definitions (December 2023) (/sites/default/files/policies/201x10x00_12-11-2023.pdf)

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