



## Human Resources Policies and Procedures

Policy Title:	<b>Position Classification and Employment Categories</b>	Policy Number:	5.3
Effective:	October 1, 2007		
Supersedes:	Position Classification and Employment Categories Policy effective October 30, 2005; 1988 Rules and Regulations #5-6, p.2-4		
Approval:		Page	1 of 5

### 1.0 Scope

- |                                                        |                                                  |
|--------------------------------------------------------|--------------------------------------------------|
| <input checked="" type="checkbox"/> Full-time          | <input checked="" type="checkbox"/> Salaried     |
| <input checked="" type="checkbox"/> Part-time          | <input checked="" type="checkbox"/> Union        |
| <input checked="" type="checkbox"/> Temporary/Contract | <input type="checkbox"/> Independent Contractors |

*Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.*

### 2.0 Policy

To establish position classifications and employment categories for all City allocated positions.

### 3.0 Purpose

The purpose of position classification is to provide an assessment/evaluation of positions in the City according to duties and responsibilities assigned to the positions. Definitions of employment used by the City are provided so employees have a clear understanding of their employment status and benefit eligibility. These definitions should not be construed as a guarantee of employment for any length of time.

#### DISCLAIMER

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#### **4.0 Responsibility**

Human Resources Services is responsible for maintaining and updating position classifications and employment categories. Modifications are recommended to the City Administrator and Service Area Administrators.

#### **5.0 Definitions**

- 5.1 Job Description** – the job description is the City’s official description of the representative duties, responsibilities and employment qualifications of a job class.
- 5.2 Position Designation** – each position held by an employee of the City of Ann Arbor is designated as either **non-exempt** or **exempt under** Federal and State wage and hour laws. A position’s Exempt or Non-Exempt designation may be changed only upon written notification by Human Resources Services.
- A. **Non-exempt** employees are entitled to overtime pay under the specific provisions of Federal and State laws.
  - B. **Exempt** employees are excluded from specific provisions of Federal and State wage and hour laws and are not paid overtime.
- 5.3 Regularly Scheduled Work Hours** – the normal hours that employees are scheduled to work in a two-week pay period.
- 5.4 Employment Categories** – in addition to the designations above, each City employee will also belong to one of the following six (6) employment categories:
- A. **Regular Full-Time** - Regular full-time employees are those not in a temporary status or in their probationary period and who are regularly scheduled to work the City’s full-time schedule of 40 hours per week.
  - B. **Regular Part-Time** - Regular part-time employees are those who are not assigned to a temporary status or in their probationary period and who are regularly scheduled to work less than 40 hours per week.

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- C. **Temporary Employees** - Temporary employees are those hired on a limited-time basis to assist in the completion of a specific project or are hired as interim replacements to temporarily supplement the work force.
- D. **Contract Employees** - Contract employees are those who are hired on a limited time basis to assist in the completion of a specific project or are hired as interim replacements to temporarily supplement the work force whose terms and conditions are governed by a written agreement between the employee and the City, and authorized by management.
- E. **Independent Contractor** – a person is an independent contractor and therefore not an employee of the City. There are specific IRS guidelines that need to be used in determining whether or not someone is an independent contractor.

Further, employees are also classified as **ACTIVE** or **INACTIVE**, as follows:

- F. **Active Employees** - Active employees are those who are generally expected to work some part of each month, and are therefore, retained in pay status when absent from work for a period less than thirty (30) calendar days. Active employees generally will have their benefits continued throughout their absence from work, provided leave has been approved in advance and the employee returns to work upon the pre-approved return to work date. Issues related to benefits must be coordinated through Human Resources Services, Benefits staff.
- G. **Inactive Employees** - Inactive employees are those who are expected to be absent from work for a period in excess of thirty (30) calendar days and are, therefore, NOT retained in pay status for such period. Inactive employees' benefits will not continue during absences from work, with the exception of approved Family and Medical Leaves (Policy 4.5). Issues related to benefits must be coordinated through Human Resources Services, Benefits staff.

The City of Ann Arbor additionally distinguishes between **Union** and **Salaried** employees according to the following:

- H. **Union Employees** - Union employees are those whose terms of employment are covered by a collective bargaining agreement between the City and a legally recognized collective bargaining agency representing a group of employees.

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- I. **Salaried Employees** - Salaried employees are non-union employees whose terms and conditions of employment are not covered by an agreement between the City and a legally recognized collective bargaining agency representing a group of employees.

## **6.0 Procedures**

### **6.1 Employment Status**

- A. Employment status based on budgeted status position will be reviewed periodically by Human Resources Services for each employee to determine eligibility for participation in various benefit plans.
- B. Employees whose employment status is changed will have their benefit service date reviewed for possible retroactive adjustment.

### **6.2 Position Reclassification Request Procedure**

This procedure outlines the process for management to follow when requesting a position reclassification.

- A. The supervisor submits to Human Resources Services, Compensation staff a brief summary memo outlining the reclassification request. The content of the memo should include the following information on the employee in question:
  - 1. Employee's name, service area, service unit and present classification
  - 2. Reasoning to justify the requested position reclassification
  - 3. Diagram of unit's organization chart
- B. Human Resources Services will log receipt of the request and will process in order of receipt.
- C. Human Resources Services, Compensation staff will acknowledge receipt of request and assist in providing supporting information to aid in the preparation of a revised job description, if available and on file job descriptions, wage/salary data, previous reclassification requests, internal and external market data, etc.

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- D. After the supervisor receives supporting documentation from Human Resources Services, the supervisor will proceed to elaborate upon his/her initial request for reclassification by:
  - 1. Documenting the percentage of time spent on each specific essential function
  - 2. Documenting the current level of decision making and discretion
  - 3. Documenting the knowledge required
  - 4. Documenting the skill level required
- E. Human Resources Services, Compensation staff will contact the supervisor and schedule a meeting to review additional documentation and jointly draft a revised job description.
- F. Human Resources Services will communicate in writing the decision regarding the reclassification request. A copy of the finalized revised job description will be included in the response.
- G. An upgraded position approved through the fiscal year budgetary process does not automatically warrant a reclassification.
- H. Inquiries with regard to position classification or employment status should be directed to Human Resources Services for consistency purposes.

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