

**Title: UMOR Policy on Classification and Equity Reviews**

## Policy Overview

This policy defines the process of classification and equity reviews within UMOR.

## Policy Statement

UMOR units who wish to have an employee’s classification reviewed for equity or appropriateness should begin the process by completing the UMOR Classification and Equity Review form.

A reclassification will be considered if an employee’s work is at a level beyond their current classification or if their duties have changed over time making the level of their work significantly different than when hired.

As part of the equity review, a thorough analysis of HR data will be conducted reviewing salaries and other relevant information (such as length of service, educational qualifications, etc.) within UMOR and across campus. Confirmation will also be sought regarding the unit’s ability to cover the proposed increased salary within its current budget allocation.

UMOR units will be asked provide the following information:

- Why it is in the best interests of the unit to make the change
- Will the change create inequities with other positions in the unit
- Identify the available funding to support the change

The UMOR Associate Director of HR will review all requests, consulting with OVPR leadership and University Human Resources (UHR) leadership as appropriate to make a determination. Decisions will be conveyed to the supervisor, unit administrator, and director.

## Policy Applies To

All UMOR regular staff positions

## References

None

## Relevant Definitions

UMOR – U-M Office of Research

UHR - University Human Resources

## Responsible for Reviewing and Updating Policy:

UMOR Associate Director of Human Resources

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