



MANAGEMENT vs NON-MANAGEMENT “GUIDELINES”

MANAGEMENT	NON-MANAGEMENT
<p>Typically includes, but is not limited to activities such as:</p> <p>Manages direct reports where primary duty is the management of a department, unit, and/or subdivision. Duties include:</p> <ul style="list-style-type: none"> • Customarily and regularly direct the work of two (2) or more employees • Majority of time is spent directly managing people (i.e. over 50%) • Has the authority to hire and/or fire employees • Interviews, selects, and trains employees • Sets and adjusts rates of pay and hours worked for direct reports • Evaluates employees’ performance including recommendations for increases in salary, promotions, or disciplinary actions • Plans and delegates work assignments • Handles employee concerns and questions • Plans and controls a budget <p style="text-align: center;">OR</p> <p>Does not have direct reports but is a member of the “management team”:</p> <ul style="list-style-type: none"> • Primary responsibility is to provide leadership in a major business / academic unit and/or University-wide strategic initiative (e.g. Director of Strategic Planning) • Employee may/may not also meet the criteria listed above for managers having direct reports <p style="text-align: center;">OR</p> <p>Does not have direct reports however:</p> <ul style="list-style-type: none"> • Primary responsibility is the completion of work assignments through the delegation of work to employees who are assigned based on project/program scope (i.e. Program Managers and/or Project Managers). • Employee may/may not also meet the criteria listed above for managers having direct reports 	<p>Typically includes, but is not limited to activities such as:</p> <p>Primary duty is NOT the management of other employees:</p> <ul style="list-style-type: none"> • Perform tasks of a functional / technical nature in area of specialty • Complexity of the responsibilities varies from baseline to mastery level depending upon the business need and the competencies required to perform the work • Responsibilities include the completion of assignments using knowledge in area of specialty including planning and analysis of tasks • Participates in teams including leadership of teams, when appropriate • In higher-level jobs, responsibilities may include: <ul style="list-style-type: none"> ○ training other employees ○ directing the work of other employees for work assignment / project completion ○ providing input to the evaluation of employee performance ○ serving as technical expert in subject matter area ○ serving as liaison with other departments ○ overseeing project completion through direction of resources (as a part of a job, NOT as the primary function of the job) ○ assisting in the hiring of employees <p style="text-align: center;">OR</p> <p>Employees who may have direct reports, but their primary tasks are of a functional / technical nature (employee is paid for their “functional” expertise and NOT for supervising responsibilities)</p>