



Michigan Special
Olympics
Employees

Standard
Practice Guide

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TITLE: P&A Employees in Michigan Special Olympics
APPLIES TO:
ALTERNATE OR PREVIOUS TITLES:
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The University agreed to provide much greater discretion and responsibility to MSO relative to personnel transactions of the Professional and Administrative employees assigned to MSO. This document will highlight those changes.

CLASSIFICATION: The University will not classify Professional and Administrative positions within MSO, but rather will assign all MSO Professional and Administrative staff as Band 9. If MSO chooses, they may use any sort of internal classification system that they chose, but they are responsible for assuring that positions are properly classified. If there is any doubt whether a position is Professional and Administrative and/or eligible for exempt status, MSO will consult with CMU (Compensation and Benefits/HRS), who will make the final determination. Most P&A positions are exempt and therefore, not eligible for overtime or compensatory time. MSO is responsible for compliance with the Fair Labor Standards Act.

SALARY: MSO will not need to recognize the CMU P&A pay bands and are free to set salaries for the MSO Professional and Administrative Staff at whatever amount they feel is appropriate. This flexibility includes determination of starting salaries, including merit pay, incentive pay, annual adjustments, higher classification pay, promotional or demotional increases etc. MSO will not be subject to the University restrictions on amounts or timing of lump sum payments, in-grade adjustments, or other salary limitations. MSO will be free to give any annual adjustments (or any frequency they wish) and will not be tied to the University system. The University strongly encourages the use of a merit pay system.

BENEFITS: MSO PAs will continue to be eligible for benefits as are other P&A employees of the University. The employer contribution and premium costs will be the same as other P&A employees. All rules and regulations associated with participation in the plan, including open enrollment periods, etc. will be the same as other P&A employees of the University.

PAID TIME OFF: MSO P&A employees will be eligible to receive the same paid time off, under the same conditions as other P&A employees, as described in the P&A Handbook. This includes leaves of absence, FMLA policy, etc. All time off (paid and unpaid) is approved by MSO.

REPORTING/COSTING: The MSO P&A employees will not be included in any costing for the P&A employee group. However, MSO P&A employees will be counted as CMU employees, included in reports as members of the P&A group.

POSITION CONTROL: MSO P&A positions will continue to be tracked through University position control process for information only, but not for budget or control purposes.

JOB DESCRIPTIONS: The University will not be responsible for job descriptions for MSO P&A employees. MSO will draft and maintain these documents.

SELECTION: MSO will not be required to use CMU selection process for P&A positions. In this regard, they are responsible for Affirmative Action and EEO compliance. They will be allowed to continue to use the University Employment process if they so desire, although final selection of staff will be their responsibility. MSO P&A employees will be counted in the University EEOC reports and any hiring goals will be communicated to MSO. MSO will be required to notify CMU Human Resources/Staff of any vacancies so that hiring goals can be communicated.

JOB SECURITY: MSO P&A employees will not be required to serve the standard University probation period. A probation period may be established by MSO. MSO will be responsible for all disciplinary action, including discharge, when they deem appropriate. The University will not be responsible or liable for actions taken by MSO in this regard. In addition, MSO P&A employees will not be eligible for the provisions of the reduction in force language in the P&A Handbook. MSO will develop whatever parameters they want in this regard. MSO may elect to make MSO P&A employees "at will" employees.

PERFORMANCE EVALUATIONS: MSO will be responsible for designing and administering their own performance evaluation process for P&A positions.

PERSONNEL FILES: CMU Human Resources/Staff will maintain the official personnel file on all MSO Employees.

RECOGNITION: As official employees of CMU, MSO P&A employees will continue to be eligible to receive Staff Excellence Awards as well as Service Awards. MSO may establish other award programs if they wish.

DISPUTE RESOLUTION: MSO P&A employees will not be eligible to use the dispute resolution process in the P&A Handbook.

P&A HANDBOOK: Only sections I.C. Definitions; I.F. Job Descriptions; I.H. Personnel Files; I.I. Privacy; I.J. Probationary Period, I.K. Professional Development; I.V. Work Related Injuries; I.V. Work Schedules; I.R. Tuition; II Benefits; III Leave Time; IV.E. Overtime; IV.F, Payroll Deduction and Direct Deposit; IV.G. Payroll Process and IV.H. Retirement apply to MSO P&A employees

Distribution: HRS Managers, Tubbs, Ellertson, Jennings, Arnold, Herron, MSO APs, Payroll