



Michigan Technological University  
Human Resources - Employment Services

## UAW Audit Employee

Office professional positions at Michigan Tech are classified based on the duties and responsibilities assigned and exercised. While there are many reasons that employees should be recognized for their contributions to the University, classification is based solely upon the duties assigned to a position. The UAW audit process is used to reclassify positions that have taken on additional duties, duties, have evolved over time, and the level of responsibility has increased. For your reference, the UAW contract can be viewed by clicking on link <http://www.mtu.edu/hr/current/docs/uaw-contract.pdf>

### Steps to completing a successful audit:

1. The employee completes the UAW Audit Form found on the Human Resources website.
2. Prior to submitting the form, the employee and supervisor can meet to review the audit.
3. The UAW audit is submitted, to the supervisor and copy University Labor Designee (HR).
4. The supervisor completes their appropriate sections on the form within 5 business days of receiving the audit, and submits the completed form to HR.
5. The University Labor Designee (HR) will set the dates for the audit review and determination, which must be completed within 20 business days.

### Things to keep in mind when completing this form:

- It is the job, not the person being reclassified. Some person related factors *not* taken into account when reclassifying the position are longevity, length of service, dedication, performance, and working relationship with the supervisor.
- A supervisor cannot just change a position to a new level. According to the UAW contract, the only way to change a position's level, is to go through the UAW audit process.

# UAW Audit Job Duties

## **AUDIT WORKSHEET:**

Name

Position Title	
Department	
Location (main campus, other location)	
Position Type	UAW
Full-time/Part-time	
Full-Time Equivalent (FTE) % (1=100%)	
Appointment Term (in months)	
Pay Type	Hourly
Title of Position Supervisor	

**Job Duties: List all duties and responsibilities in your position.**

**What duties have more responsibility, evolved, changed, and/or have been added to your position?**

**SUPERVISOR:** Do you agree with the listed duties above?

- Yes
- No

If not, please explain why below:

## DECISION MAKING

Place an 'X' in the box that best fits the position's decision making responsibilities.

**This position's decision making responsibilities are....**

- Carried out according to straightforward and standardized policies, procedures, precedents, etc. There may be an occasional need for me to exercise judgement in selecting alternative courses of action.
- Regularly require interpretation of policies, procedures, precedents, etc. which are appropriate to selecting alternative courses of action.
- Are governed by relatively complex standards and guidelines. I must regularly exercise independent judgement in selecting alternative courses of action or in making decisions.

**Provide example(s) of the decisions you made in this position.**

**Provide example(s) of the decision you refer to your supervisor.**

**SUPERVISOR:** Do you agree with the listed duties above?

- Yes
- No

If not, please explain why below:

## SCOPE OF JUDGEMENT

Place an 'X' in the box that best fits the position's scope of judgement.

### Recommendations or decisions about financial resources and/or people...

- Affect a small work group or project team within the department.
- Usually affects the entire department.
- Usually affects the department, but may at time affect operations, services, individuals or activities of others outside of the department.
- Routinely affect the activities of the University.

Provide example(s) to support your selections for scope of judgement:

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**SUPERVISOR:** Do you agree with the listed duties above?

- Yes
- No

If not, please explain why below:

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## INDEPENDENCE OF ACTION

Place an 'X' in the box that best fits the position's independence of action.

### The work direction this position receives...

- Supervisor is present and assigns and reviews work, addresses expectations, and answers operational questions. Job responsibilities are generally addressed by systems, procedures, and standard rules of operation.
- Supervisor is available to organize work set priorities and objectives, and assist in problem resolution. Job responsibilities are guided by **some** systems, procedures, and **broad** guideline.
- Supervisor sets objectives and receives advice and input as needed. Job responsibilities are directed by precedent, policy or generally accepted principles.
- Supervisor provides general direction for setting objectives. Job responsibility are directed by policy and organizational objectives.
- Employee independently establishes goals and objectives. Job responsibility involves recommending policy and/or significant policy exceptions.

Provide example(s) to support your selections for the independence of action:

**SUPERVISOR:** Do you agree with the listed duties above?

- Yes  
 No

If not, please explain why below:

## SCOPE OF CUSTOMER CONTACT/ CUSTOMER SERVICE:

Place an 'X' in the box that best fits the position's scope of customer contact/customer service.

### The work direction this position receives...

- Occasionally exchange/interpret information with a limited set of contacts.
- Frequently exchange/interpret information with a limited set of contacts.
- Occasionally exchange/interpret information with a diverse set of contacts.
- Frequently exchange/interpret information with a diverse set of contacts.
- Occasionally resolves complex problems and/or coordinate projects with a limited set of customers.
- Frequently resolves complex problems and/or coordinate projects with a limited set of customers.
- Occasionally resolves complex problems and/or coordinate projects with a diverse set of customers.
- Frequently resolves complex problems and/or coordinate projects with a diverse set of customers.

**Provide example(s) for the employee's scope of contact/customer service:**

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**SUPERVISOR:** Do you agree with the listed duties above?

- Yes
- No

If not, please explain why below:

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## SCOPE OF SUPERVISION:

Place an 'X' in the box that best fits the position's scope of supervision.

### The work direction this position receives...

- No supervisory responsibility.
- Responsible for instructing and directing the work of a small number of students or temporary staff.(Hire, train, discipline, and ability to terminate)
- Responsibility for instructing and directing the work of a large number (greater than five) of students or temporary staff.
- Responsible for instruction and directing the work of a larger number (greater than ten) of students and temporary staff.
- Functionally supervising the work of a regular employee (s) in a lower classification.

Provide example(s) for your selection regarding scope of supervision:

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**SUPERVISOR:** Do you agree with the listed duties above?

- Yes
- No

If not, please explain why below:

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### Signatures:

I certify that the information given in this document is accurate and complete.

Signature:

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Date:

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Supervisor's signature:

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Date:

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Financial manager's  
signature:

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Date:

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**Please forward completed Audit Form to Human Resources.**