Standard Job Description (SJD) Library Definitions

The following document defines fields used in standard job descriptions (SJD) found in the UW–Madison Title and SJD Library.

Job Summary
The job summary is a brief statement explaining the primary functions of the job, including its main purpose and overall goal.

Job Responsibilities
Job responsibilities are the core job duties that people in this job usually perform.

Education
Education describes the minimum level of education that people in this job usually have. Education that is a preferred minimum is recommended for this job but not required. Relevant work experience can satisfy preferred minimum education. A hiring manager may include additional education requirements when recruiting for a position.

FLSA Status
Federal regulations determine Fair Labor Standards Act (FLSA) status. Employees who are non-exempt receive overtime pay when they work more than 40 hours per week. Employees who are exempt do not receive overtime pay when they work more than 40 hours in a week.

Institution Job?
A job that has primary responsibilities that impact the majority or the entirety of the institution, or has significantly larger scope than the school/college/division in which it resides, and typically contains “(Inst)” in the job title or mentions “institution” or “enterprise” in a standard job description. For example, the Chief Communications Officer (Inst) job focuses on communication work for all of UW–Madison, and the Communications Director job focuses on communication work for a specific school, college, division, or program area.

Required Supervisory Duty of at Least 2.0 Full-Time Equivalent (FTE) Employees?
A job that requires supervision of at least 2.0 full-time equivalent (FTE) employees is defined as follows:

- The supervisor oversees at least 2.0 FTE employees:
For example, a supervisor may oversee one full-time equivalent employee (1.0 FTE) and two 0.5 FTE employees OR
A supervisor may oversee four 0.5 FTE employees for a total of 2.0 FTE employees
- The supervisor can oversee the equivalent of at least 2.0 FTE employees indirectly by overseeing one or more supervisors.
- The supervisor has the authority to hire, transfer, suspend, promote, manage conduct and performance, discharge, assign, reward, and discipline employees.
- The supervisor typically reviews the work of employees.
- The supervisor may approve employee timesheets.

A job that requires supervision as a responsibility will include the following language in the SJD under **Job Responsibilities**, “Exercises supervisory authority, including hiring, transferring, suspending, promoting, managing conduct and performance, discharging, assigning, rewarding, disciplining, and/or approving hours worked of at least 2.0 full-time equivalent (FTE) employees.”

**Employee Category**

Employees will retain their existing employee categories at the implementation of the UW–Madison title structure. If an employee changes positions after implementation, they will move into the employee category listed in the new job’s standard job description.

UW–Madison has seven employee categories:
- Faculty,
- Academic Staff,
- University Staff,
- Limited Appointees,
- Student Assistants,
- Student Hourly
- Employee-In-Training