



WHAT IS A BUSINESS TITLE?

A business title provides more description to an employee's assigned official job title (title of record). An employee can adopt a business title that provides more specific detail about an individual position within the organization or the type of work performed. Business titles replace working titles.

WHERE CAN I USE A BUSINESS TITLE?

- ✓ UW Employee Directory
- ✓ Name badge
- ✓ Department website
- ✓ Business card
- ✓ Office signage
- ✓ Internal/external communications
- ✓ Email signature
- ✓ Stationery
- ✓ Vacancy announcement

Business title does not change an employee's title of record or assigned salary grade.

BUSINESS TITLE GUIDELINES

✓ A Business Title Should

- Provide a more specific description of your job to facilitate business communications
- Add clarity to the job function, group and classification assignment in describing the individual job
- Align with professional and industry practice
- Align with other business titles within a job group or work unit

EXAMPLE:

An employee who is a Recreation Program Coordinator adopts the business title of Coordinator of Competitive Sports to specify their program area

✗ A Business Title Should Not

- Duplicate a title of record
- Misrepresent the university or the authority of a position

EXAMPLES:

A Sponsored Programs, Grants & Contracts Compliance Specialist should not take a business title of Compliance Manager because that is an existing title of record.

An HR Generalist should not take a business title of Chief People Officer because the title misrepresents their level of authority.