

## EMPLOYEE RELATIONS CODES

Code	Definition	Use
<b>A</b>	<b>Manager - Not Confidential</b>	Any employee having significant responsibility for formulating or administering policies and programs. This code is primarily intended for managerial employees in the Senior Management Group(SMG) and Management and Senior Professionals (MSP).
<b>B</b>	<b>Manager - Confidential</b>	Any employee having significant responsibility for formulating or administering policies and programs, as described above, <b>and</b> who is also required to develop or present management positions for collective bargaining, or whose duties normally require access to information which contributes significantly to the development of such management positions. Use of this designation requires prior approval by the Human Resources Office.
<b>C</b>	<b>Supervisor - Not Confidential</b>	Any employee who supervises more than one subordinate and exercises independent decision-making in at least three of the following six supervisory functions:  <ul style="list-style-type: none"> <li>_ Hiring</li> <li>_ Performance Evaluation</li> <li>_ Work Assignment</li> <li>_ Merit Increase, Promotion, Reclassification</li> <li>_ Discipline and Discharge</li> <li>_ Complaint and Grievance Resolution</li> </ul> Use of this designation requires prior approval by the Human Resources Office.
<b>D</b>	<b>Supervisor - Confidential</b>	Any employee who supervises more than one subordinate and exercises independent decision-making as described for Code C, <b>and</b> who is also required to develop or present management positions for collective bargaining, or whose duties normally require access to information which contributes significantly to the development of such management positions. Use of this designation requires prior approval by the Human Resources Office.
<b>E</b>	<b>All Others - Not Confidential</b>	Any employee who is not a manager, a supervisor, or a confidential employee. This designation is intended for the majority of employees, and is commonly called the "rank and file." An employee with an Employee Relations Code of E and in a title represented by an exclusive bargaining agent is covered by the terms of the collective bargaining agreement between the agent and the University.
<b>F</b>	<b>All Others - Confidential</b>	Any employee who is not a manager or supervisor but who is required to develop or present management positions for collective bargaining, or whose duties normally require access to information which contributes significantly to the development of such management positions. Use of this designation requires prior approval by the Human Resources Office.
<b>G</b>	<b>Not Covered by HEERA (Out of State)</b>	Any employee whose work site is outside the state of California and is therefore not subject to the conditions of the Higher Education Employee Relations Act.
<b>H</b>	<b>Student in Academic Title Covered by HEERA</b>	Any employee who is employed in an academic title that is subject to the conditions of the Higher Education Employee Relations Act.
<b>I</b>	<b>Student in Academic Title Not Covered by HEERA</b>	Any employee who is employed in an academic title that is not subject to the conditions of the Higher Education Employee Relations Act.