

## Appendix E : EMPLOYEE RELATIONS CODES

CODE	DEFINITION	USE
A	Manager - Not Confidential	Any employee having significant responsibility for formulating or administering policies and programs. This code is primarily intended for managerial employees in the Senior Managers (SMG) and Managers and Senior Professionals (MSP) Programs. If the SMG or MSP title does not meet the managerial definition, do not code 'A'.
B	Manager - Confidential	Any employee having significant responsibility for formulating or administering policies and programs, as described above, and 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 Human Resources.
C	Supervisor - Not Confidential	Any employee who supervises two or more (excluding students) subordinates and exercises independent and regular responsibility for 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, Discharge</li> <li>• Complaint and Grievance Resolution</li> </ul> Supervisors normally perform work that is substantially different from their subordinates. For more information about supervisory criteria, contact your SHRCS analyst. Use of this designation requires prior approval by Human Resources.
D	Supervisor - Confidential	Any employee who supervises two or more (excluding students) subordinates and exercises independent and regular responsibility as described for Code C, and 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 Human Resources.

APPENDICES

CODE	DEFINITION	USE
E	All Others-Not confidential	Any employee who is not a manager, supervisor, or 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.
F	All Others - Confidential	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 Human Resources.
G	Not covered by HEERA (out of state)	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.
H	Academic Student Titles Covered by HEERA	Academic student appointees to titles within the BX bargaining unit.
I	Academic Student Titles not Covered by HEERA	Academic student appointees to titles not within the BX bargaining unit (e.g., Graduate Student Researcher).