

## UCSB - EMPLOYEE RELATIONS CODE CHART

CODE	TITLE	USE AT UCSB	
<b>A</b>	Manager – Not Confidential	Must: (1) Meet the “Manager” definition (2) Be in the MSP program (grade MSP 1 or above)	<u>Definition of Manager:</u> · Any employee having significant responsibility for formulating or administering policies and programs
<b>B</b>	Manager – Confidential	Must: (1) Meet the “Manager” definition (2) Be in the MSP program (grade MSP 1 or above) (3) Meet the “Confidential” definition (4) Be approved by Human Resources	<u>Definition of Manager:</u> · Any employee having significant responsibility for formulating or administering policies and programs <u>Definition of Confidential:</u> · An employee required to develop or present management positions for collective bargaining, · And/or an employee whose duties normally require access to information which contributes significantly to the development of such management positions. <u>Restrictions:</u> Use of this designation requires prior approval by Human Resources.
<b>C</b>	Supervisor – Not Confidential	Must: (1) Meet the “Supervisor” definition according to HEERA (2) Be approved by Human Resources	<u>Definition of Supervisor:</u> · To be defined as a Supervisor according to HEERA, an employee must supervise the appropriate amount of FTE’s in areas such as hiring, performance evaluation, work assignment, reclassification and merit opportunities, disciplinary actions and complaint/ grievance resolution. The employee must have the appropriate level of authority for decision-making, not be on a short-term supervisory assignment, and do work that is predominately different than those being supervised. <i>Human Resources reviews the job to determine if the definition has been met.</i> <u>Restrictions:</u> Use of this designation requires prior approval by Human Resources.
<b>D</b>	Supervisor – Confidential	Must: (1) Meet the “Supervisor” definition according to HEERA (2) Meet the “Confidential” definition (3) Be approved by Human Resources	<u>Definition of Supervisor:</u> (see above) <u>Definition of Confidential:</u> · An employee required to develop or present management positions for collective bargaining · And/or an employee whose duties normally require access to information which contributes significantly to the development of such management positions. <u>Restrictions:</u> Use of this designation requires prior approval by Human Resources
<b>E</b>	All others – Not Confidential	Used only when an employee is <u>not</u> a Manager, Confidential, or Supervising according to HEERA	
<b>F</b>	All others – Confidential	Must: (1) Meet the “Confidential” definition (2) Not be a Manager or Supervising according to HEERA	<u>Definition of Confidential:</u> · An employee required to develop or present management positions for collective bargaining · And/or an employee whose duties normally require access to information which contributes significantly to the development of such management positions. <u>Restrictions:</u> Use of this designation requires prior approval by Human Resources
<b>G</b>	Not covered by HEERA (out of state)	Must be working and residing outside of CA state.	
<b>H</b>	Students in academic titles covered by HEERA	Must: (1) Be a student in an academic title (2) Be in a title covered by the BX bargaining unit	<u>Examples of titles include:</u> Readers, Tutors, and Teaching Assistants
<b>I</b>	Students in academic titles not covered by HEERA	Must: (1) Be a student in an academic title (2) NOT be in a title covered by the BX bargaining unit	<u>Examples of titles include:</u> Graduate Student Researchers