

**UCSC Job Description Addendum
For Supervisors, Managers, and Confidential Employees**

Incumbent Name:		Incumbent Payroll Title:	
Supervisor's Name:		Supervisor's Title:	
Department Name:		Date:	
To be completed by SHR:			
EREL Code Assigned:		SHR Analyst Initial:	

Supervisory Coding (See definitions on reverse side of this form or below if completing online):

Specific Supervisory Tasks as reflected in the job description: Check boxes as appropriate.

	INDEPENDENT AND REGULAR AUTHORITY	EFFECTIVELY RECOMMEND	N/A
Hiring?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determines work assignments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Determines transfer, reclassification, salary increases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance evaluation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discipline and dismissal actions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complaint and grievance resolution?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	YES	NO	
Duties are substantially similar to subordinate's?	<input type="checkbox"/>	<input type="checkbox"/>	
Supervisory duties are performed on a temporary basis?	<input type="checkbox"/>	<input type="checkbox"/>	

Please list the payroll titles of all employees supervised (excluding students), directly and indirectly.

Payroll Title	# of Direct	# of Indirect

Manager Coding:

Specific Tasks: Check "yes" or "no" box as appropriate.

	YES	NO
Significant responsibilities for formulating or administering policies and programs?	<input type="checkbox"/>	<input type="checkbox"/>
<i>If "yes", responsibilities should be stated explicitly in the job description.</i>		

Confidential Coding:

Specific Tasks: Check "yes" or "no" boxes as appropriate.

	YES	NO
Involved in developing or presenting management positions for collective bargaining?	<input type="checkbox"/>	<input type="checkbox"/>
Access to information which contributes significantly to management positions for collective bargaining?	<input type="checkbox"/>	<input type="checkbox"/>
<i>If "yes", responsibilities should be stated explicitly in the job description.</i>		

Employee Relations Codes:

A=Managerial; **B**=Managerial & Confidential; **C**=Supervisory; **D**=Supervisory & Confidential; **E**=Employee; **F**=Confidential

Definitions

Independent Authority. Free to make or effectively recommend decisions regarding the hire, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, discipline, direction or grievances of subordinates without relying on the approval of another individual.

Regular Authority. Exercising independent authority, or effectively recommend decisions regarding the hire, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, discipline, direction or grievances of subordinates on a recurring basis, not on a sporadic or intermittent basis.

Effectively Recommend. To influence decisions regarding the hire, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, discipline, direction or grievances of subordinates, where the recommended decision is adopted and effected nearly all of the time.

Substantially Similar. Performing within the same occupational community of interest as the subordinate, including common skills, job duties, similar educational or training requirements.

Involved in developing or presenting management positions for collective bargaining. Providing advice, and/or making decisions on behalf of management that affect the University's collective bargaining proposals.

Access to information which contributes significantly to management for collective bargaining. Able to view or retrieve information and correspondence which reflects or is used to formulate the University's collective bargaining proposals.

Statutory Supervisor. An employee having independent authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, discipline, direct employees or adjust their grievances, or to effectively recommend such actions. This authority requires the use of independent judgment. Normally, statutory supervisors do not perform duties that are substantially similar to those of their subordinates. Individuals who meet the definition of Statutory Supervisor, and who supervise two or more employees, may be assigned an Employee Relations Code of "C" and may be excluded from the rank-and-file bargaining unit.

Supervisor, Non Statutory. An employee who meets some, but not all of the definition of Statutory Supervisor. This individual may be assigned supervisory duties and may hold the working title of Supervisor, but may not be assigned an Employee Relations Code of "C" and may not be excluded from the rank-and-file bargaining unit.