

April 10, 2002

To: Human Resources Directors  
From: Joyce Villa  
Subject: M/C Designations

The statutory window period for requesting M/C status for bargaining unit positions will open shortly. Please submit your campus' request, together with supporting memoranda to this office by June 7, 2002.

For each position requested, the submission should specify those changes occurring since the original unit designation that you believe would warrant a redesignation. GOER will review each submission to ensure that requests reflect the statutory criteria set forth in the Taylor Law, and will seek a redesignation from the Public Employment Relations Board of those positions that meet these criteria in the context of assisting agencies in maintaining an appropriate management group. During the process, the affected individuals and the unions that represent them will be notified.

When considering positions for submission, please keep in mind that managerial employees, as defined in the Taylor Law, are those who:

1. formulate policy, or
2. may reasonably be required to assist directly in the preparation for and conduct of collective negotiations, or
3. have a major role in the administration of agreements or in personnel administration.

Employees who act and assist in a confidential capacity to managerial employees working in a personnel or labor relations position (numbers 2 and 3 only) may qualify for exclusion from negotiating units as "confidential." Please refer to the attached more detailed guide in applying these criteria.

If an M/C designation has been sought unsuccessfully for a position in the past through this process, please do not resubmit the request unless it can be demonstrated that the job has changed significantly since it was last submitted.

Please use the attached form for each redesignation requested, insuring that all sections of the form are completed. Be as specific as possible, since the unique duties of a position are essential to developing a correlation to the criteria. A copy of the classification standard alone is not sufficient to demonstrate the application of the criteria.

Please contact me via e-mail: [villajy@sysadm.suny.edu](mailto:villajy@sysadm.suny.edu), telephone: (518) 443-5684 or fax: (518) 443-5431 if you have questions.

Enclosure

c: Chancellor King  
Mr. Miller  
Mr. Edwards  
Mr. Lloyd  
Presidents, State-operated Campuses  
Vice Presidents for Administration  
Employee Relations Staff