

# Lead Work vs. Management

## What is HEERA and how does it define a "designated manager"?

- Higher Education Employer-Employee Relations Act (HEERA) is California State law, which defines responsibilities of a manager. A HEERA manager is called many other names too: Administrators, MPP's (Management Personnel Plan), or Non-bargaining Unit Administrators, yet they all mean the same.
- An MPP defined is in Title 5 Article 2.2 of the California Code of Regulations and spells out employment rights, benefits and the conditions where employees are designated as "management" who become HEERA managers.
- HEERA gives MPP's the authority to take employment actions such as to: hire, discipline, finalize performance evaluations, submit in-range/classifications, etc.
- Managers retain the right to assign duties.

## What is the difference between Lead Work Direction and Managing?

The rights and responsibilities of managers and work leads are different and examples are below:

Work Lead Direction includes:	Managing Responsibilities include:
<ul style="list-style-type: none"> <li>• Scheduling</li> <li>• Work Flow Planning</li> <li>• Assigning Work or Giving Directions</li> <li>• Monitoring Work</li> <li>• Training Employees</li> <li>• Orienting Employees</li> <li>• Providing Input into Employee Selection (Hiring)</li> <li>• Providing Input into Performance Evaluations</li> </ul>	<ul style="list-style-type: none"> <li>• All responsibilities listed under "Work Lead Direction"</li> <li>• Hire</li> <li>• Transfer</li> <li>• Suspend</li> <li>• Lay off</li> <li>• Recall</li> <li>• Promote</li> <li>• Discharge</li> <li>• Reward (e.g., salary increases, bonuses)</li> <li>• Discipline</li> <li>• Adjust grievances, or effectively to recommend such action</li> </ul> <p>Definitions noted in the Higher Education Employer-Employee Relations Act (HEERA) (California State Government Code 3580.3)</p>

Revised 04/26/18