**Employee Relations Code & Employee Representation Code**

**What's the Difference?**

With names so similar you wonder...Are they related? Maybe they're twins? Their names do kind of look alike. You often see them together and folks sometimes confuse one for the other.

What are "they"? Meet Employee Relations Code and Employee Representation Code. They're often seen together. They definitely relate to each other. But they really are different. Here’s the difference:

**The Employee RELATIONS Code (ERC) indicates the designation of an individual for purposes of collective bargaining. Here are the codes:**
- A - Manager, Not Confidential
- B - Manager, Confidential
- C - Supervisor, Not Confidential
- D - Supervisor, Confidential
- E - All Others, Not Confidential
- F - All Others, Confidential
- G - Not covered by HEERA (out of state)
- H - Student in academic title, covered by HEERA
- I - Student in academic title, not covered by HEERA

You enter this code on the EPER screen. This is an important code to get right! PPS needs to know whether an employee is covered by a bargaining unit or not. Supervisors, managers, confidential or otherwise designated uncovered employees (codes A, B, C, D, F, G and I) are *not* covered. Codes E (for staff) and H (for academic student employees) *are* covered.

**The Employee REPRESENTATION Code indicates whether the predominant appointment of an individual is eligible to be represented, for collective bargaining purposes. The codes:**
- C - Covered
- U - Uncovered
- S - Supervisor (uncovered)

Now here's the relationship: the Employee Representation Code is *derived* from the Employee Relations Code. So you need to get the ERC right in order to have both codes right. When PPS is generating rosters, deducting agency fees for covered employees, etc. based on whether someone is covered or uncovered, it's important that your employee is coded correctly.

So, you enter one code to get two. Easy. Just make sure you have the right code for the one and the other will follow. *

* OK, it's not always that simple. The Employee Rep Code is also affected by other fields, which may affect what you get for the Employee Rep Code. Like nonrepresented ('99') titles sometimes deriving
a 'C', or Casual/Restricted appointment types (type '4') deriving a 'U'. Basically, just make sure ALL the codes you're entering in PPS are correct, and the rest will follow.

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