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| Description: C:\Documents and Settings\sharkins\Local Settings\Temporary Internet Files\Content.Outlook\5M52DODR\UM mark (2).jpg | **STATEMENT OF FACTS – MANAGERIAL** Please attach **requisition/re-evaluation/re-assignment form** to completed form and return to Compensation at HRComp@af.umaryland.edu.  |
| **Form is to be completed by Immediate Supervisor of Position in Section 1.a.** |

 |
| **REQUESTING UNIT INFORMATION** |
| Department Code: |        | School/Adm Dept. Name:  |        |
| Supervisor’s Name: |        | Contact Phone: |       |
|  |
| **SECTION 1 - POSITION/EMPLOYEE INFORMATION** |
| **A managerial employee is one who is engaged predominately in executive and management functions; or charged with the responsibility of directing the effectuation of management policies and practices.** |
| a | **Job Title:**  |       | b | Job Code: |       |
| c | Position Number:  |       |  | d | Building Location: |       |
| e | Name of Employee:  | To Be Determined [ ]  |       |
|  |
| **SECTION 2 – QUESTIONNAIRE** (Designate with an X, which, if any, of these statements is TRUE) |
| **This employee has the duties identified in this declaration because he/she is a supervisor, not because he/she is the most senior employee in the work unit.** |
| **A** | OVERALL RESPONSIBILITIES |
|  | **1** | **[ ]**  | Has overall responsibility for the operation of a department/work unit including formulation and/or administration of policies and/or programs pertaining to the department/work unit  |
|  | **2** | [ ]  | Shares some or all of the unit head responsibilities and can generally act in the unit head’s stead. Where responsibilities are shared, uses his/her own judgment when making decisions regarding the unit. |
| **B** | **UNIVERSITY FUNDS** |
|  | **1** | [ ]  | Within established limits, can authorize the expenditure of University funds. |
| **C** | **MANAGEMENT MEETINGS** |
|  | **1** | [ ]  | Regularly attends management meetings with other University managers and supervisors. Routine subjects include financial issues, budget/planning, operating procedures, programs and policies, Human Resources and Labor Relations matters. |
| **D** | **IMPLEMENTING MANAGEMENT DECISIONS** |
|  | **1** | [ ]  | Plays a central role in the process of developing and carrying out department/ work unit or campus level decisions |
| **E** | **HUMAN RESOURCES PROGRAMS** |
|  | **1** | [ ]  | Within established University policies, is responsible for developing local (department/work unit) Human Resources policies and/or programs (e.g. recognition/awards, work rules, vacation scheduling guidelines, discretionary leave requests, training requests/assignments, overtime scheduling) OR |
|  | **2** | [ ]  | Recommendations regarding departmental/work unit HR policies and/or programs are routinely followed OR |
|  | **3** | [ ]  | Participates in the development of department/work unit HR policies and programs. |
| STATEMENT OF FACTS – MANAGERIAL FORM (CONTINUED) PAGE 2  |
| **F** | MERIT PAY INCREASES, PROMOTIONS, TRAINING AND GRIEVANCES |
|  | **1** | [ ]  | Plays an integral role in the development of the department/work unit’s standards for awarding merit increases, other special salary increases where they exist (e.g. dollar award programs, bonus programs) |
|  | **2** | [ ]  | Plays an integral role in the development of department/work unit standards for promotion/position re-evaluation (reclassification) of employees. |
| **F** | **3** | [ ]  | Plays an integral role in the development of the department/work unit standards for the content of training programs and released time rules for employees to participate in voluntary training. |
|  | **4** | [ ]  | Plays an integral role in the development of the department/work unit standards for review and resolution of complaints, grievances, or appeals of department/work unit employees. |
|  | **5** | [ ]  | Has the authority at the department/work unit level to administer Human Resources policies and programs within the established University Human Resources program. |
|  | **6** | [ ]  | Formulates/participates in formulating management’s position for processing and/or resolving grievances within the department/work unit. |
|  | **7** | [ ]  | Participates in meetings where management positions/strategies regarding processing and/or resolving grievances are discussed. |
| **G** | **COLLECTIVE BARGAINING AND LABOR RELATIONS** |
|  | **1** | [ ]  | Formulates or participates in formulating management positions regarding current and/or prospective collecting bargaining issues  |
|  | **2** | [ ]  | Participates in meetings where management positions and/or strategy with respect to collective bargaining are discussed  |
|  | **3** | [ ]  | As part of one’s regular responsibilities, sees documents used by management in the development of management’s positions in:  |
|  | ***Select all that are applicable.*** | [ ]  | collective bargaining matters  |
|  |  | [ ]  | grievance matters ­­ |
|  |  | [ ]  | confidential documents regarding wage and salary calculations, benefit usage and costs, or performance evaluations  |
|  | **4** | [ ]  | Gathers data/documents important to the formulation of management’s positions in: |
|  | ***Select all that are applicable.*** | [ ]  | collective bargaining  |
|  |  | [ ]  | grievance matters  |
|  | **5** | [ ]  | Analyzes/presents data/documents important to the formulation of management’s position in: |
|  | ***Select all that are applicable.*** | [ ]  | collective bargaining  |
|  |  | [ ]  | grievance matters  |
|  |  | [ ]  | have responsibilities for those individuals formulating such data |
| **H** | **DEPARTMENT OPERATIONS POLICIES AND PROGRAMS** |
|  | **1** | [ ]  | Develops/recommends/participates in important department work unit policies and/or programs that do not pertain to Human Resources matters. Among the types of policies and/or programs that this person develops/recommends/participates in are the following:       |
|  | **2** | [ ]  | In exercising one’s own judgment, may revise or redirect a policy or program (non HR) as necessary to accomplish department/work unit objectives. |
|  | **3** | [ ]  | Has a responsibility for administration of important policies/programs that requires interpreting existing policies and procedures using one’s own judgment. Among policies/programs administered by this person are the following:       |
| **STATEMENT OF FACTS – MANAGERIAL FORM (CONTINUED) PAGE 3**  |
| **I** | **COMMITTEES** |
|  | **1** | [ ]  | Has the authority to establish committees to review, modify or develop procedures, policies and/or programs  |
|  | **2** | [ ]  | Effectively recommend establishing these committees.  |
| **J** | **BUDGET** |
|  | **1** | [ ]  | Within established applications has the responsibility for:  |
|  | ***Select all that are applicable.*** | [ ]  | developing budget for the department/work unit  |
|  |  | [ ]  | making recommendations regarding the budget for the department/work unit  |
|  | **2** | [ ]  | Responsibility for:  |
|  | ***Select all that are applicable.*** | [ ]  | administering budget |
|  |  | [ ]  | making recommendations for administering the budget of the department/work unit  |
|  | **3** | [ ]  | Responsibility for making: |
|  | ***Select all that are applicable.*** | [ ]  | independent modifications to budget |
|  |  | [ ]  | making the recommendations for modification of the department/work unit budget |
| **K** | INTERFACE WITH ENTITIES OUTSIDE THE DEPARTMENT |
|  | **1** | [ ]  | As part of one’s regular responsibility sees documents which are used by management in developing management positions: Has the authority to negotiate and commit the University to undertake specific tasks or expend resources with outside entities.  |
|  | **2** | [ ]  | Authority to apply to outside entities and commit the University to undertake specific tasks or expend resources. |
|  | **3** | [ ]  | Authority to discuss undertakings with other University entities and commit department/work unit resources or provide services. |
|  | **4** | [ ]  | Represents the interest of the University with outside entities. |
|  | **5** | [ ]  | Regularly submits reports on behalf of the University to entities outside the University |
|  |
| **STATEMENT OF FACTS – MANAGERIAL FORM (CONTINUED) PAGE 4**  |
|  |
| **SECTION 3 – DECLARATION OF COLLECTIVE BARGAINING MANAGERIAL EXCLUSION** |
| ***This section is to be completed by the supervisor of the position identified in Section 1.*** |
| a | Name of Employee | To Be Determined [ ]  |       |
| b | Job Title |       | c | Job Code |       |
| d | Department Code: |       | e | Building Locations |       |
| **[ ]**  | **I , (name of person completing this form)** |       |
|  | hereby depose and state that the facts set forth herein are based on my personal knowledge and observation, except where stated to be based on information and belief. If called upon to testify as a witness, I can and would competently testify to the following: |
|  | [ ]  | I am currently employed by the University of Maryland, Baltimore, in: |
|  | ***Please select appropriate school or department*** | [ ]  | School of  |       |
|  |  | [ ]  | Academic Affairs |
|  |  | [ ]  | Administration & Finance |
|  |  | [ ]  | External Affairs |
|  |  | [ ]  | President’s Office |
|  | [ ]  | My current job title is: |       |
|  | [ ]  | In this position, I report directly to |       | Job Title |       |
|  | [ ]  | I am or was the supervisor of the individual who is identified by name and title in this declaration.  |
|  | [ ]  | This individual has been employed in this position since | To Be Determined [ ]  | Date: |       |
|  | [ ]  | When I use the present tense in the remainder of this declaration, I am referring to events as of  | Today’s Date: |       |
| **[ ]**  | **I have read the foregoing document consisting of 3 pages and declare under penalty of perjury that the statements herein are true and correct.**  |
| **[ ]**  | **Executed as of**  | **Today’s Date: (mm/dd/yy)** |  | **in Baltimore City, Maryland.**  |
| **Signature of Supervisor Completing Form** |       | **Printed Name** |       |
| **Signature/Next Level Supervisor (Optional)** |       | **Printed Name** |       |
|  |
| **SECTION 4 - Human Resource - Compensation Use Only:** |
| **Managerial = 11 categories** |
| **Total Categories Checked:**  |  | **/7** | **Total Key Categories\* Checked:** |  | **(>2)/6\*** |
| **A\*** | [ ]  | B | [ ]  | **C\*** | [ ]  | **D\*** | [ ]  | E | [ ]  | **F\*** | [ ]  |
| G | [ ]  | **H\*** | [ ]  | I | [ ]  | J | [ ]  | K | [ ]  |
| **Based on the review of this position:**  |
| This position’s collective bargaining status is: | [ ]  | ELIGIBLE | [ ]  | INELIGIBLE (exclusion) |
|  | [ ]  | **Exclusion category is MANAGERIAL** |
| Reviewed by: |  |
| Title: |  |
| Date: |  |