

## 1510.02 Designation of Bargaining Units and Unit Coding

Issued: January 1, 1994  
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### PURPOSE

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To establish unit designations that cover classified state workers, as approved by the Civil Service Commission.

### APPLICATION

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Executive Branch Departments and Sub-units.

### CONTACT AGENCY

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Civil Service Commission (MCSC)

Telephone: 517-373-3020

Fax: 517-373-3103

### SUMMARY

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Each Executive Branch Department and Sub-unit must recognize exclusive representatives established for bargaining units through employee elections.

### APPLICABLE FORMS

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None.

### PROCEDURES

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Unit designations are a combination of union and unit codes assigned to each position. The union code identifies the employee organization that, by election process, has won recognition as the exclusive bargaining agent for the unit. The unit code represents a particular grouping of job classifications having related duties, as established by the State Personnel Director. Generally, most positions in a class have the same unit code. The nature of some positions, however, will require their exclusion from the unit. In these instances, to accommodate excluded positions, secondary class codes have been established. Section A of the [Civil Service Compensation Plan](http://www.michigan.gov/mdcs/0,4614,7-147-6877_8150---,00.html) ([http://www.michigan.gov/mdcs/0,4614,7-147-6877\\_8150---,00.html](http://www.michigan.gov/mdcs/0,4614,7-147-6877_8150---,00.html)) contains an alphabetical listing of classes and the assigned unit designation.

#### Union Codes

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**A** Michigan State Employees Association.

**C** Michigan Corrections Organization.

**E** Service Employees International Union, 517M.

**H** Service Employees International Union, 517M.

- L** Service Employees International Union, 517M.
- T** Michigan State Police Troopers Association.
- U** Michigan Council 25, AFSCME, AFL-CIO.
- W** United Automobile Workers.
- Y** No Exclusive Employee Organization Representation: Classified.
- Z** No Exclusive Employee Organization Representation: Unclassified.

## **Unit Codes**

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### **01 State Police Enlisted Unit**

This unit consists of non-supervisory uniformed positions in the Michigan State Police at the rank of Sergeant and below.

### **02 Safety and Regulatory Unit**

Employees are involved in one or more of the following activities: conducting inspections or investigations designed to detect violations of federal or state statutes, rules and regulations; enforcing these rules, regulations or statutes; appraising the grade, condition or sanitation of food, objects, activities or procedures; and protecting persons, buildings, grounds or natural resources.

### **11 Institutional Unit**

This unit consists of non-professional, non-supervisory classifications involved in direct or indirect services to patients or residents, excluding correctional security classifications.

### **12 Security Unit**

This unit includes employees involved in direct custody of inmates.

### **21 Scientific and Engineering Unit**

Employees in these classes perform professional work in the areas of the physical and biological sciences, or in engineering or architecture, through applying principles, theories, practices, and methods generally learned in a four-year or advanced post-secondary course of study.

### **22 Human Services Unit**

Employees in these classes perform work in the areas of counseling, education, rehabilitation, and other assistance for the socially handicapped or disadvantaged through applying principles, theories, practices, and methods learned by training in a baccalaureate program or on-the-job or special training in addition to a college degree program.

### **23 Business and Administration Unit**

Employees in these classes perform professional work in areas such as personnel, accounting, training, auditing, commercial and business fields, information, and other fields relating to business, commercial, and administrative support, through applying principles, theories, practices and methods learned by means of a baccalaureate program in business, public administration and similar areas or by on-the-job or special training in addition to a baccalaureate program.

### **31 Labor and Trades Unit**

This unit consists of non-supervisory positions in the labor and trade services.

**32 Technical Unit**

This unit consists of positions that supply support services in science and engineering areas.

**41 Administrative Support Unit**

This unit consists of occupational groupings that engage in preparing, transcribing, recording, filing, systematizing, maintaining, and routinely dispensing of records, reports, communications, and information by manual processes and by operating various office machines and equipment. This unit also includes employees who use work products from clerical classifications and exercise judgment in the application of statutes, rules, regulations or policies.

**42 Human Services Support Unit**

This unit consists of classes engaged in delivery of human services to citizens of the state.

**50 Pending Unit Assignment**

Employees may be designated in this unit pending review of their proper bargaining unit.

**51 Supervisory Unit**

Employees in this unit have authority to hire, assign, discipline, lay off, recall, promote, reclassify, evaluate, or set the pay for other employees; direct them or adjust their grievances; or effectively recommend such actions if the exercise of such authority is not merely routine or clerical in nature, but requires independent judgment.

**52 Non-Career**

Employees in non-career positions are largely ineligible for collective bargaining. Some agencies, however, have non-career positions that are part of bargaining units.

**98 Managerial Unit**

This unit consists of employees who (a) establish policy or direct the work of an agency or its subdivisions; (b) administer their policies and programs; (c) manage, administer or control a local branch office of an agency; (d) represent or advise the state in legal matters; (e) adjudicate disputes involving employees or mediate labor-management relations in the public or private sector; or (f) assist in preparing for or conducting primary or secondary negotiations on behalf of the employer; or (g) administer personnel administration, labor relations, or prepare and administer budgets at the central level of state government, an agency, or one of its subdivisions.

**99 Confidential Unit**

This unit contains employees who are assigned responsibility for (a) directly assisting a person occupying a managerial position; (b) investigating other employees; or (c) providing personal protection services to state elected officials.

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