


How to Use the HSCB Supervisor's Manual

As a supervisor, or a rank-and-file employee, you will find that this website is a useful management reference for addressing labor and employment relations issues. If you used the Supervisor's Manual in its hard-copy format, you know it provides supervisors with specific procedures and interpretations for implementing State policies and the provisions of SUNY's collective bargaining agreements. In its web-edition, we have endeavored to make the Manual user friendly. For example, you can browse through the Table of Context and find specific topics by using the search button



You can also travel within the Skills Guide and connect to the Operations Guide just by [clicking the blue portion of the text](#) that can be also identified by the guiding hand switching from an open hand  to a pointing finger. For example, if you are looking for information regarding Counseling, go to the binoculars which prompts you to search for a certain term of your choice. You may then decide that you need examples of the counseling scheduling letter and a sample on how to write a counseling session. Just click on the [blue section in the Skills Guide](#), and that will bring you to the sample memos in the Operations Guide. This interconnection is available throughout the Manual: from the Skills Guide, the Operations Guide and the Policies and Procedures. You can then specify, through the Print command, the pages that you wish to copy.

We have also provided several external links for your convenience. The Main Page links directly to the web-site of the New York State Governor's

Office of Employee Relations, where you can access all current collective bargaining agreements. On Section 21B, Page 161, you can travel to the United States Department of Labor (DOL) site to view the Americans with Disabilities Act Enforcement Guidelines, or the DOL's review of the Family Medical Leave Act in Section 21H Page 221.

Please note that you can connect with Labor Relations staff via e-mail or by phone to clarify any outstanding issues. And, of course, we are here at 420 Lenox Road on the corner of 35th Street to assist you in meeting the challenges of supervision.