



New York State Archives

**New York State Governor's Office of Employee Relations
Division of Negotiations, Management/Confidential and
Employee Relations Management/Confidential Program
Development and Administration Files 16922**

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Overview of the Records

Repository:	New York State Archives
Summary:	These records were created by staff of GOER's Assistant Director for Management/Confidential Affairs for use in the administration of the M/C benefit programs and to document policy affecting non-unionized New York State employees. The records contain draft legislation; policy memorandums; correspondence; and reports and general information regarding M/C benefits, quality of work life, and other initiatives/issues.
Creator:	New York (State). Governor's Office of Employee Relations. Division of Negotiations, Management/confidential and Employee Relations
Title:	Management/confidential program development and administration files
Quantity:	36 cubic feet
Inclusive Date:	1967-1996
Series:	16922

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Arrangement

Chronological, then arranged by subject groups.

16922-96: Chronological and then by type of record or alphabetical by agency.

16922-96A: Roughly chronological.

16922-98: Chronological then by type of record, benefit program, or issue.

16922-12: Uncertain arrangement.

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Scope and Content Note

These records were created by staff of the Assistant Director for Management/Confidential Affairs within the Governor's Office of Employee Relations for use in the administration of the M/C benefit programs and to document policy affecting non-unionized New York State employees. The records contain draft legislation; policy memorandums; correspondence; and reports and general information regarding M/C benefits, quality of work life, and other initiatives/issues.

16922-96: This accretion contains computer printouts, correspondence, and reports related to inquiries from various agencies to the M/C and Employee Relations Unit requesting establishment or reclassification of positions that involve managerial and/or confidential duties.

16922-96A: This accretion contains correspondence, memorandums, proposals and contracts related to the joint GOER-employee unions effort to provide the state workforce with detailed, personalized benefit statements. It consists of the files of Marina Sgroi, the GOER staff person who had responsibility for this project, which was put into effect by means of a contract with Benefacts, Inc.

This accretion contains computer printouts, correspondence, and reports relating to petitions by various agencies requesting the establishment or reclassification of positions as M/C (1981-1991); as well as correspondence, reports, memos, and general information relating to the establishment and/or implementation of a variety of M/C benefits and quality of work life issues, including but not limited to flexible benefits, tuition reimbursement, retirement planning, and car rental program.

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Other Finding Aids

Available at Repository

16922-98, 16922-99: Container list is available at the repository.

16922-12: Transfer list is available at the repository.

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Use of Records

Access Restrictions

There are no restrictions regarding access to or use of this material.

Administrative Information

Acquisition Information

16922-99: This accretion includes records from transfer lists 940011 and 940013.

16922-99: At the time of accessioning in 1999, two boxes from the original transfer of this accretion were missing and presumed lost.

16922-12: This accretion includes records from transfer lists 980001 and 970009.

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Access Terms

- Promotions
- New York (State)
- Legislation
- Employee-management relations in government--New York (State)
- Administering collective labor agreements
- Contracts
- New York (State)--Officials and employees
- Employee fringe benefits--Government employees--New York (State)
- Collective labor agreements
- Memorandums
- New York (State)--Politics and government
- Proposals
- Sgroi, Marina.