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4 **CLASSIFIED SUPERVISORS, MANAGERS, AND CONFIDENTIAL EMPLOYEES**
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6 **Classified administrators** are administrators who are not employed as educational
7 administrators.

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9 **Classified managers** are those classified administrators, regardless of job description, having
10 significant responsibilities for formulating District policies or administering District programs other
11 than the educational programs of the District.

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13 **Classified supervisors** are those classified administrators, regardless of job description, having
14 authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other
15 employees, or having the responsibility to assign work to and direct them, adjust their grievances,
16 or effectively recommend such action.

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18 Classified administrators may be employed in the same manner as the other members of the
19 classified service. If a classified administrator is employed as a regular member of the classified
20 service, employment shall be consistent with other provisions of these policies regarding
21 employment of classified employees.

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23 **Confidential employees** are those who, in the regular course of their duties, have access to or
24 possess information relating to the District's employer-employee relations and who are not
25 managers. The fact that an employee has access to confidential or sensitive information shall not
26 in and of itself make the employee a confidential employee.

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28 A determination whether a position is a confidential one shall be made by the Board in
29 accordance with applicable law and with the regulations of the California Public Employment
30 Relations Board.

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32 Confidential employees are not eligible for inclusion in a bargaining unit represented by an
33 exclusive representative and the terms and conditions of their employment are not controlled by
34 any collective bargaining agreement.

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36 The terms and conditions of employment for confidential employees shall be provided for by
37 procedures developed by the Chancellor. Such terms and conditions of employment shall
38 include, but not be limited to, procedures for evaluation and rules regarding leaves, transfers and
39 reassignments.

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50 Reference
51 Government Code Section 3540.1(g) and (m);
52 Education Code Section 72411
53 Government Code Section 3540.1(c)

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55 APPROVED: 6/10/04
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