



ADMINISTRATIVE **PROCEDURE**

7240

DESERT COMMUNITY COLLEGE DISTRICT

CONFIDENTIAL EMPLOYEES

This Administrative Procedure for Confidential Employees is defined within the Board Policy. The Board Policy is re-stated here for reference:

Confidential employees are those who are required to develop or represent management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. The fact that an employee has access to confidential or sensitive information shall not in and of itself make the employee a confidential employee.

A determination whether a position is a confidential one shall be made by the Board in accordance with applicable law and with the regulations of the California Public Employment Relations Board or as defined within existing Memorandums of Understanding between the District and the Collective Bargaining Association.

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

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

Reference: Government Code Section 3540.1(c)

Board Policy Approved: June 14, 2005
Next Review: June 2010

Administrator: E.D. Human Resources