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#### 1.0 Definition of Management Employees

- 1.1 Management employees are employees in positions having significant responsibilities for formulating District policies or administering District programs. (Government Code, § 3540.1(g))
- 1.2 Management positions are established in the budget.
- 1.3 Management employees serve at the pleasure of the Board.

#### 2.0 Rights and Responsibilities of Management Employees

- 2.1 Management employees are responsible to the Board through the Chancellor for administration of District programs.
- 2.2 The essential responsibilities of a management employee are to provide management leadership and support to the Chancellor in order to achieve the District objectives.
- 2.3 Each management employee shall perform job duties as provided in a job description approved by the Chancellor. It is the responsibility of the management employee to understand the duties and responsibilities specified in the job description.
- 2.4 These policies and regulations shall apply to all managers except where they conflict with a manager's employment contract.

#### 3.0 Definition of Confidential Employee

- 3.1 Confidential employees are those employees who in the regular course of their duties have access to or possess information relating to the District's employer-employee relations. Confidential employees also support and strengthen the management staff in the administration of District programs. (Government Code, § 3540.1(c))
- 3.2 Confidential positions are established by the Board.

#### 4.0 Rights and Responsibilities of Confidential Employees

- 4.1 Confidential employees are responsible to their immediate supervisors and to the Chancellor for support services for District programs, and to the Board of Trustees.
- 4.2 Each confidential employee shall perform duties as provided in a job description approved by the Chancellor. It is the responsibility of the confidential employees to understand and perform the duties and responsibilities specified in their job description.
- 4.3 Except as specifically provided herein, confidential employees shall have the same rights and responsibilities as classified employees.

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