

MANAGEMENT, SUPERVISORY AND CONFIDENTIAL PERSONNEL

A. Purpose and Scope

To provide guidance and direction for the Superintendent and/or designee regarding Management, Supervisory and Confidential Personnel positions.

B. General

1. The Governing Board recognizes that effective management is vital to the success of District operations. Management personnel are expected to demonstrate initiative and good judgment in the development, implementation and oversight of District program. Supervisors shall promote the productivity, professional growth and teamwork of District staff.
2. The Board shall adopt policies related to management, supervisory and confidential personnel insofar as they are needed to comply with law and describe circumstances of employment within the District.
3. The Board may, by resolution, establish or abolish positions designated as senior management of the classified service.

C. Forms Used and Additional References

None

D. Procedure

Management, supervisory and confidential positions shall be defined as follows:

1. Management Employees - those having significant responsibilities for formulating District policies or administering District programs and who serve in a position which the Governing Board has legally designated as a management position.
2. Supervisory Employees - those who, using independent judgment:
 - a. have the authority to make recommendations to the Superintendent or designee concerning employee hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, or discipline.

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- b. assigning work to employees and direct them.
 - c. adjusting employee grievances.
3. Confidential Employees - those employees who, in the regular course of their duties, have access to or possess information relating to the District's employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.
4. Senior Management of the Classified Service – those employees that are either a fiscal advisor to the Superintendent or an employee in the highest program area position not requiring certification, with District-wide responsibility for formulating policy or administering the program.

Employees designated as senior management are part of the classified service and shall have the same rights, benefits and duties except the right to permanent status in these positions.

E. Reports Required

None

F. Record Retention

Employee Personnel File

G. Responsible Administrative Unit

Human Resources

H. Approved By

Assistant Superintendent of Human Resources