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.