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**Allan Hancock Joint Community College District  
Board Policy  
Chapter 7 – Human Resources**

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**BP 7240 SUPERVISORY/CONFIDENTIAL EMPLOYEES**

Upon the recommendation of the superintendent/president, the Board of Trustees shall designate classified employees to supervisory/confidential positions in accordance with the laws, rules, and regulations of the State of California and with the regulations of the California Public Employment Relations Board and in accordance with district policies and procedures and approve those positions to be supervisory or confidential. Likewise, the Board of Trustees shall approve job descriptions of all supervisory and confidential positions.

Supervisory employees, regardless of job description, have the authority to plan, organize, and direct activities and projects related to their area of responsibility and have the responsibility to assign work to, direct, and evaluate subordinate personnel.

“Confidential employee” means any employee who is required to develop or present 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.

Supervisory/confidential employees are not eligible for inclusion in a bargaining unit represented by an exclusive representative, and no collective bargaining agreement controls the terms and conditions of their employment. Supervisory/confidential employees shall be compensated in the manner set by the board upon the recommendation of the superintendent/president. Supervisory/confidential employees shall further be entitled to health and welfare benefits made available by action of the board upon recommendation by the superintendent/president.

Procedures developed by the superintendent/president provide the terms and conditions of employment for supervisory/confidential employees. 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)

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**Adopted: 10/89**  
**Revised: 7/91**  
**Revised: 6/17/08**

**NOTE:** *Replaces Board Policy 2020*  
*Confidential Employees*

*(Replaces Board Policy 2015)*

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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
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## **AP 7240 SUPERVISORY/CONFIDENTIAL EMPLOYEES**

### **Employment**

The district employs supervisory/confidential employees as probationary or permanent. The district shall make all original appointments of supervisory/confidential employees as probationary for one calendar year. During this probationary period, the district may demote, suspend, or dismiss the employee, and such action may entitle the employee to a hearing before the board. The supervisory/confidential employee receives all district benefits while on probation and accrues vacation and sick leave in the same manner as a permanent classified employee. Once the supervisory/confidential employee completes the probationary period in a satisfactory manner, the district shall classify them as a permanent employee who is subject to dismissal only for cause in accordance with Educational Code Section 88013. A permanent employee who is serving a probationary period as a supervisory/confidential employee as the result of a promotion and whom the district finds unsatisfactory in the higher classification shall be reinstated in the former position unless there is cause for dismissal.

### **Leaves of Absence**

Board Policy 7340 and Administrative Procedure 7340 cover leaves of absence that apply to supervisory/confidential employees.

### **Dismissal, Suspension, or Demotion**

Board Policy 7365 addresses dismissal, suspension, and demotion.

### **Assignment and Transfer**

Board Policy 7230 covers assignments and transfers of supervisory/confidential employees.

### **Evaluation**

Classified Performance Evaluation Instructions and Guidelines, developed and published by Human Resources, outlines the process for evaluation of classified employees, including supervisory/confidential employees.

Reference: Ed Code 88013

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**Approved: 6/17/08**

**Revised:**

*(Replaces Administrative Procedure 2015.01)*