

**Coast Community College District**  
**BOARD POLICY**  
Chapter 7  
Human Resources

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**BP 7240 Confidential Employees**

**References:**

Government Code Section 3540.1(c)

Pursuant to the Educational Employment Relations Act (EERA), Section 3540.1(c) of the Government Code, 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.

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.

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 their employment are as determined through Board Policies and Administrative Procedures as well as the meet and confer process with the District. This pertains, but is not limited to, employee benefits, leaves, discipline, transfers, reassignments, and evaluations.

Confidential employees are required to serve a 12-month probationary period. Performance evaluations should be conducted at the six-month and nine-month service dates.

Confidential employees shall be paid in accordance with Salary Schedule known JJ.

Confidential employees are employed as regular members of the classified service, as distinguished from academic employees.

Revised July 15, 2009

Renumbered from CCCD Policy 080-1-2, Spring 2011

Combined and Renumbered from CCCD Policies 7149, 7858, 7875, 7861, December 2, 2013

Revised December 2, 2013

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