



Policy

7240 Confidential Employees

Consistent with the provisions of Section [3540.1\(c\)](#) of the Government Code, Title I, Division 4, Chapter 10.7 (Rodda Act), the Board of Trustees hereby establishes the classification of confidential employee.

Confidential employees are those who are required to develop or represent 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 considered to be part of the District’s Leadership Team and are not eligible for inclusion in a bargaining unit represented by an exclusive representative.

The terms and conditions of employment for confidential employees are provided in the Leadership Team Handbook found on the District website. Such terms and conditions of employment shall include, but not be limited to, procedures for evaluation and rules regarding leaves, transfers and reassignments.

Cross References (see also):

YCCD Procedure 7-8044 – Leadership Team

References:

Government Code Section [3540.1 subdivision \(c\)](#)

Adopted: June 28, 2004

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Last Reviewed: January 12, 2022

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Confidential employees provide support to high-level administrators with regards to negotiations and meet-and-confer matters or whose duties require access to confidential information. These positions include Executive Assistants, Executive Secretaries and are designated as Confidential.

The terms and conditions of employment for confidential employees of the District are outlined in the YCCD Leadership Team Handbook found on the District website.

Cross References (see also):

YCCD Procedure 7-8044 – Leadership Team

References:

Government Code Section [3540.1 subdivision \(c\)](#)

Procedure Last Revised: January 12, 2022

Last Reviewed: January 12, 2022