

**Human Resources**

1 **BP 7240 CONFIDENTIAL EMPLOYEES**

2 **Reference:**

3 Government Code, Section 3540.1(c)

4 Confidential employees are those who are required to develop or represent management  
5 positions with respect to employer-employee relations or whose duties normally require  
6 access to confidential information that is used to contribute significantly to the  
7 development of management positions. The fact that an employee has access to  
8 confidential or sensitive information shall not in and of itself make the employee a  
9 confidential employee.

10 A determination whether a position is a confidential one shall be made by the Board in  
11 accordance with applicable law and with the regulations of the California Public  
12 Employment Relations Board.

13 Confidential employees are not eligible for inclusion in a bargaining unit represented by  
14 an exclusive representative and the terms and conditions of their employment are not  
15 controlled by any collective bargaining agreement.

16 The terms and conditions of employment for confidential employees shall be provided for  
17 by procedures developed by the President/Superintendent. Such terms and conditions  
18 of employment shall include, but not be limited to, procedures for evaluation and rules  
19 regarding leaves, transfers, and reassignments.

20 Confidential employees shall be compensated according to the confidential salary schedule.

21 Office of Primary Responsibility: Vice President, Human Resources

---

**Date Adopted: November 1994**

**Date Revised: June 3, 2020**

**Date Reviewed: February 10, 2020; November 16, 2022**

*(Replaces former Cerritos CCD Policies 7000.9 and 7320)*