

The Board of Trustees recognizes that effective management is vital to the success of District students and programs. Management personnel are expected to demonstrate initiative and good judgment in the development, implementation, and oversight of District programs. Supervisors shall promote the productivity, professional growth, and teamwork of District staff. Confidential personnel are expected to maintain strict levels of confidentiality and professionalism in maintaining their employer's employer employee relations.

Management, supervisory and confidential positions shall be defined as follows:

1. Management employees are those having significant responsibilities for formulating District policies or administering District programs and who have been legally designated as management by the Board of Trustees. (Government Code 3540.1)
2. Supervisory employees are those who have the authority to make recommendations to the Superintendent or designee concerning the employees under their supervision. This authority shall extend to the following areas: hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, discipline, direction, work assignment and discipline. (Government Code 3540.1)

(cf. 2100 - Administrative Staff Organization)

3. Confidential employees are those employees who, in the regular course of their duties, have access to or possess information relating to their employer's employer employee relations. (Government Code 3540.1)

Board policies in the 4100 series for certificated personnel apply to certificated management unless otherwise specified by law, Board policies or regulations, or Board action.

Board policies in the 4200 series for classified personnel apply to classified management and confidential employees unless otherwise specified by law, Board policies or regulations, or Board action.

Policies specifically governing management, supervisory and confidential personnel are provided in the 4300 series.

Legal Reference: (see next page)

Management, Supervisory and Confidential Personnel (continued)

Legal Reference:

EDUCATION CODE

35031 *Term of employment*

45100.5 *Senior management positions*

45104.5 *Abolishment of senior classified management positions*

45108.5 *Definitions of senior classified management employees*

45108.7 *Waiver of provisions of 45108.5*

45128 *Overtime*

45130 *Exclusion from overtime provisions*

45256.5 *Designation of certain positions*

GOVERNMENT CODE

3540 *Purpose*

3540.1 *Definitions*

3543.4 *Management position; representation*

3545 *Appropriateness of unit; basis*

Policy

adopted: February 24, 1997

revised: October 12, 2016

CAPISTRANO UNIFIED SCHOOL DISTRICT

San Juan Capistrano, California