

**MANAGEMENT. SUPERVISORY AND CONFIDENTIAL PERSONNEL**

Management Positions

Management positions shall be defined as follows:

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

Confidential Employees

A "Confidential Employee" is any employee who has access to or possesses information dealing with the employer's position in the collective bargaining process. Confidential employees shall be excluded from membership in an employee bargaining unit.

Superintendent of Schools

The County Superintendent of Schools, as an elected public official, shall be considered the "Employer" for all policy implementation. Policies for management employees apply to the Superintendent, except as otherwise noted.

*Legal Reference:*

EDUCATION CODE

1290-1302 Certificated employees of the county superintendent of schools

1310-1319 Classified county school employees

35030 Affixing the title of deputy associate or assistant superintendent to certain positions

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: October 21, 1987

Revised: January 14, 2009

**HUMBOLDT COUNTY OFFICE OF EDUCATION  
Eureka, California**