



Origination 11/2016  
Last Approved 10/2025  
Last Revised 10/2025  
Next Review 10/2035

Chapter Lead Kristina Hannon:  
Chapter 3(CC)&7  
Policy Area Chapter 7 Human  
Resources  
References CCLC |  
Legally  
Required

## BP 7240 Confidential Employees

### **Confidential Employees**

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 of Trustees 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 employment for confidential employees shall be provided for by procedures developed by the Vice Chancellor Human Resources, Payroll, Police Services, and Health and Safety Administrator, and are outlined in the Confidential Employee Handbook. Such terms and conditions of employment shall include, but not be limited to, procedures for evaluation and rules regarding leaves, transfers, and reassignments. The evaluation of confidential employees must include consideration of the employee's demonstrated, or progress toward, proficiency in diversity, equity, inclusion, and accessibility competencies that enable work with diverse communities.

The probationary period for Confidential employees shall be one (1) year.

### **Reference:**

Government Code Section 3540.1(c)  
Title 5 Section 53602;

## Attachments

[!\[\]\(3dfb8d66e81160ad61421a3452093d1b\_img.jpg\) BP 7240 Confidential Employees - Comments](#)

[!\[\]\(99f58673407353e96a019fbca558fd72\_img.jpg\) BP 7240 Confidential Employees - Legal Citations](#)

## Approval Signatures

Step Description	Approver	Date
Approved per Level 2 process in AP 2410	Brooke Quinones: HR Admin	10/2025

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