

**PERSONNEL
(CONFIDENTIAL PERSONNEL)**

Series 4000 contains policies, regulations and exhibits on all school employees. The category is divided into three subdivisions: **4000** contains policies applying to all employees or to general personnel matters; **4100** refers to certificated/teaching personnel; **4200** refers to classified personnel; **4300** refers to management personnel; and **4400** refers to personnel designated as confidential.

	<u>CODE</u>	<u>BP/ AR</u>
Confidential Employees	4400	BP
	4400	AR
Employment of Permanent Personnel	Ref BP 4210	
Recruitment and Selection (Classified)	Ref BP 4211	
Affirmative Action	Ref BP 4011.1	
Qualifications Appraisal (Classified)	Ref AR 4211.2	
Eligibility Lists (Classified)	Ref AR 4211.3	
Appointments and Conditions of Employment (Classified)	Ref BP 4212)	
Oath	Ref BP 4012.3	
Examination for Tuberculosis	Ref BP 4012.4	
Tuberculosis Testing Report	Ref AR 4012.4A	
Fingerprints (Classified)	Ref BP 4212.5	
Personnel Records	Ref BP 4012.6	
Personnel File Contents and Inspection	Ref AR 4012.6A	
Employment of Members of the Same Family	Ref BP 4012.8	
Reinstatement (Classified)	Ref AR 4212.9	
Assignment	Ref BP 4213	
Temporary Assignment to Higher Classification (Classified)	Ref AR4213.2	
Evaluation of Classified Management/Confidential ..	Ref AR 4315.2	
Probationary/Permanent Status	Ref BP 4216	
Seniority (Classified)	Ref AR 4216.1	
Termination/Disciplinary Action	Ref BP 4217	
Retirement	Ref BP 4217.1	
Retirement/Continued Employment	Ref AR 4217.1A	
Early Retirement Benefit - Classified Management/ Management/Confidential	Ref AR 4317.1D	
Resignation	Ref BP 4017.2	
Reduction in Force/Reemployment	Ref BP 4217.3	
Dismissal/Demotion/Suspension (Classified)	Ref BP 4217.4	
Cause (Classified)	Ref BP 4217.4A	
Notice of Disciplinary Action (Classified)	Ref BP 4217.4B	
Right of Appeal (Classified)	Ref BP 4217.4C	
Hearing Procedure (Classified)	Ref BP 4217.4D	
Rights, Responsibilities and Duties	Ref BP 4018	
Civil and Legal Rights	Ref BP 4018.1	
Non-Discrimination	Ref BP 4018.1A	
Conflict of Interest	Ref 4 BP 018.2	
Acceptance of Gifts	Ref BP 4018.2A	
Duties of Personnel	Ref BP 4018.3	
Substitutes (Classified)	Ref BP 4221	
Limited-Term Employment	Ref BP 4222	

**PERSONNEL
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	<u>CODE</u>	<u>BP/ AR</u>
Conferences, Conventions, Workshops and Travel	Ref BP 4031.4	
Approval of Conference Attendance	Ref AR 4031.4A	
Conference Expense Allowances	Ref AR 4031.4B	
Inservice Growth Programs - Classified Management/ Confidential	Ref BP 4331.3	
Travel Expenses - Employees	Ref BP 4033	
Automobile Allowances	Ref BP 4033.1	
Problem Resolution Procedure - Classified Management/Confidential	Ref BP 4331.3	
Meetings	Ref BP 4036	
Compensation and Related Benefits	4440	BP
Exclusion from Overtime Provisions (Exempt Employee) Placement on the Salary Schedule (Classified)	Ref AR 4241	
Development of Annual Pay Plans for Management/ Confidential Employees	Ref BP 4341	
Management/Confidential Compensation Committee	Ref AR 4341.1	
Payroll Deductions	Ref BP 4042	
Classified Management	Ref BP 4342.1	
Seniority Compensation (Longevity) Classified Management/ Confidential	Ref BP 4342.2	
Fringe Benefits Program	Ref AR 4044	
Tax Sheltered Annuity Plan	Ref AR 4044.1	
Employee Protection	Ref BP 4048	
General Leaves of Absence - Management/ Confidential	Ref AR 4351	
Bereavement Leaves of Absence (with pay)	4451.1	AR
Management/Confidential	Ref AR 4351.1	
Critical Family Illness Leave of Absence (with pay) Management/Confidential	Ref AR 4351.2	
Illness or Accident (Sick Leave) Leave of Absence (with pay) - Classified Management/Confidential	Ref AR 4381.35	
Industrial Accident and Illness Leave of Absence with pay - Management/Confidential	Ref AR 4351.4	
Jury Duty and Witness Leave of Absence with pay - Management/Confidential	Ref AR 4351.5	
Maternity Leave of Absence (with pay) Management/Confidential	Ref AR 4351.6	
Personal Necessity Leave of Absence (with pay) Management/Confidential	Ref AR 4351.7	
Personal Leave of Absence (without pay) Management Confidential	Ref AR 4352.5	
Unauthorized Leave of Absence Management/ Confidential	Ref AR 4352.10	

**ABC UNIFIED SCHOOL DISTRICT
Board Policy****CONFIDENTIAL PERSONNEL****CONFIDENTIAL EMPLOYEES**Definition

Confidential employees are defined as any classified personnel who, in the course of his/her regular duties has access to, or possesses information relating to, the employer's employer-employee relations.

Designation

Confidential employees are so designated by a list adopted by the Board of Education, upon the recommendation of the district superintendent. Confidential employees shall be identified by position held, such position having duties described in the definition hereinabove and supervised by a management employee who duties directly relate to employer-employee negotiations.

Duties

Duties of confidential employees may consist of, but are not limited to: The duplication of information relating to employer-employee relations during the course of negotiations by the negotiating team; recording minutes during the course of such negotiations; distributing information to other members of the negotiating team or management employees relating to other members of the negotiating team or management employees relating to employer-employee relations. Such duties shall not consist of qualifications beyond that for which the employee is deemed qualified as outlined in the formal job description for the position which each employee occupies.

Removal from Confidential Status

If a confidential employee should change positions or if a confidential employee's position should change in such a way so as to not include duties related to employer-employee relations, or his/her administrator's position should change, no longer qualifying that position as confidential, the employee occupying the position shall retain the salary and other rights of a confidential employee only for the remainder of the month in which the change takes place. The removal of a position from the list of those designated as confidential shall be accomplished by revision of the board adopted list, upon the recommendation of the superintendent.

Legal Reference: *Government Code*
 3540.1 Definitions

Policy adopted
by the board: 02.20.79
revised: 11.15.82

**ABC UNIFIED SCHOOL DISTRICT
Administrative Regulation**

CONFIDENTIAL

CONFIDENTIAL EMPLOYEES

Annual Review

The adopted list of confidential employees shall be reviewed annually by the superintendent and the superintendent's cabinet. A list of those employees to be designated confidential shall be submitted to the board for approval along with the rest of the management/confidential compensation package each spring.

**ABC UNIFIED SCHOOL DISTRICT
Board Policy**

CONFIDENTIAL PERSONNEL

COMPENSATION AND RELATED BENEFITS

Hours and Overtime

The regular work week of a full-time confidential employee shall be forty (40) hours within a period of not more than five (5) consecutive days. The duty day shall be eight (8) hours. These provisions do not restrict the extension of a regular work day or work week on an overtime basis when such is necessary to carry on the business of the district.

The Board of Education shall provide the extent to which, and establish the method by which, ordered overtime for confidential employees shall be compensated. Such compensation or compensatory time off shall be provided at a rate at least equal to one and one-half the regular rate of pay of the confidential employee designated and authorized to perform the overtime assignment.

When compensatory time off is authorized in lieu of cash compensation, such compensatory time off shall be granted within 12 calendar months following the month in which the overtime was worked and without impairing the services rendered by the employing district.

Meal and Rest Periods

An uninterrupted unpaid meal period of not less than thirty (30) minutes shall be granted each full-time confidential employee. A paid rest period of fifteen (15) for every four consecutive hours of work shall be granted.

Longevity Increments

A long-service recognition benefit may be paid to confidential employees in addition to the regular rate of pay.

1. Upon completion of 12, 15, and 18 years of service, confidential employees shall receive an additional two and one-half (2½) percent over salary schedule placement of each increment attained.
2. Longevity pay shall become effective on the first working day of the month following completion of the required years of service.

Legal Reference: *Education Code*
 45127 *Work week*
 45128 *Overtime*
 45129 *Compensatory time off*

Policy adopted
 by the board: 02.20.79
 revised: 07.21.80