

**CHAPTER 5: Non-Represented Personnel
BOARD POLICY NO. 5.01 (BP 7240, 7250, and 7260)**

**BOARD POLICY
San Mateo County Community College District**

Subject: 5.01 Definition of Non-Represented Employees
Revision Date: 11/10
Policy References: Government Code Sections 3540.1(c), 3540.1(g), 3540.1(m); Education Code Section 72411

1. Each non-represented classification shall have a job description which will outline the duties and responsibilities of the position. The Office of Human Resources shall maintain an official file of these job descriptions and a roster of authorized positions within classifications.
2. Managers are District employees in positions designated as "management" pursuant to Government Code Section 3540.1(g) and who are paid either on the Executive Salary Schedule or on the Management Salary Schedule. A manager may be either an educational employee or a member of the Classified Service; these employees are not represented by a collective bargaining agent.
3. Academic supervisors and classified exempt supervisors are District employees who serve in positions designated as "supervisory" pursuant to Government Code Section 3540.1(m) and who are paid on the Academic and Classified Exempt Supervisory Salary Schedule. The academic and classified exempt supervisory positions are listed in the Office of Human Resources.
4. Non-exempt classified professional and supervisory personnel are District employees who serve in positions designated "supervisory" pursuant to Government Code Section 3540.1(m) and who are paid on the Classified Professional /Supervisory Salary Schedule. These employees are members of the Classified Service (see Section 4.05) and are not represented by the classified collective bargaining agents.
5. Confidential employees are District employees who are designated by the Board of Trustees as members of the Classified Service (see Section 4.05) and serve in positions designated as "confidential" pursuant to Government Code Section 3540. 1 (c). Confidential employees are paid on the Confidential Employees Salary Schedule. These employees are not represented by a collective bargaining agent.