

**CHAPTER 5: Non-Represented Personnel**  
**BOARD POLICY NO. 5.60**

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

**Subject:** 5.60 Confidential Employees: Employment and Transfer  
**Revision Date:** 11/10; Reviewed 3/19  
**Policy Reference:** Government Code Section 3540.1

---

1. It is the intent of the Board of Trustees to identify the best qualified person for each confidential position to insure superior quality education for students of the District while maintaining an efficient and cost-effective operation. Based on the recommendations of the Chancellor, confidential positions shall be determined by the Board of Trustees.
2. Appointments to confidential positions are made by the Board of Trustees based upon the recommendation of the Chancellor. The President of a College will make recommendations to the Chancellor for any College confidential appointments.
3. The selection process to be followed in hiring confidential employees is specified in the Classified and Management Selection Procedures adopted by the Board of Trustees and maintained by the Office of Human Resources.
4. Confidential employees may be transferred from one District unit to another should the needs of the District be best served by such action. Transfer may be initiated by the Chancellor or requested by the employee. All transfers will be made in accordance with District policies.