5.01 Definition of Non-Represented Personnel

1. Each non-represented classification shall have a job description which will outline the duties and responsibilities of the position. The Office of ~~Personnel Services~~ 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 ~~be~~ an educational employee or a member of the Classified Service; these employees are not represented by a collective bargaining agent.

3. Academic supervisors are District faculty who serve in positions designated as "supervisory" pursuant to Government Code Section 3540.1(m) and who are paid on the Academic Supervisors Salary Schedule. These employees are not members of the faculty collective bargaining group. The academic supervisory positions are listed in the ~~Academic Supervisor Handbook maintained by the office~~ Office of ~~Personnel Services~~ Human Resources.

4. 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 ~~groups~~ 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.

References: Education Code Sections 3540.1(c), 3540.1(g), 3540.1(m)

(~~6/92~~ Revised xx/10)