

University of Central Florida
Review of Confidential Employees
Human Resources Procedure

I. SCOPE AND PURPOSE

To clarify the criteria and methodology to approve or disapprove requests to identify USPS employees who are performing duties and responsibilities that are confidential and denote them as confidential employees.

II. DEFINITIONS

A. "Managerial employees" are defined in Section 447.203(4), F.S., as those employees who:

(a) *"Perform jobs that are not of a routine, clerical, or ministerial nature and require the exercise of independent judgment in the performance of such jobs and to whom one or more of the following applies:*

1. *They formulate or assist in formulating policies which are applicable to bargaining unit employees.*
2. *They may reasonably be required on behalf of the employer to assist in the preparation for the conduct of collective bargaining negotiations.*
3. *They have a role in the administration of agreements resulting from collective bargaining negotiations.*
4. *They have a significant role in personnel administration.*
5. *They have a significant role in employee relations.*
6. *They have a significant role in the preparation or administration of budgets for any public agency or institution or subdivision thereof."*

B. "Confidential employees" are defined in Section 447.203(5), F.S., as those employees who:

"are persons who act in a confidential capacity to assist or aid managerial employees as defined in subsection (4)."

III. PROCEDURE

A. The Human Resources Department (department) of the University of Central Florida must approval all confidential employee designations. Units will submit requests to the department with supporting [documentation](#) to denote an employee as confidential. Included in the documentation shall be a current position description of the position occupied by the employee for whom the request is being made, a current position description for the position occupied by the supervisor of the employee for which the request is being made, and, as appropriate, current organizational charts that show the positions of the supervisor and employee in the organization structure.

B. The department will review the documentation to ensure:

1. the duties and responsibilities being performed by the supervisor of the employee meet the managerial criterion defined in Section 447.203 (4), F.S., and,
2. the duties and responsibilities being performed by the employee for which the request is being made meet the confidential criterion defined in Section 447.203(5), F.S.
Based on the review, a determination will be made whether the statutory requirements necessary are present in the duties and responsibilities of both positions.