

Please consult with Workforce Relations and your HR Business Partner before making any changes to personnel status based on this information

Confidential Employee Duties Checklist

Specific Confidential Employee Responsibilities are found below: Please indicate by checking yes or no as to which of these responsibilities are appropriate to this employee's position. If applicable, the duties should be listed on the individual's job description. Please consult with Human Resources regarding an individual's designation as a confidential employee.		
Responsibilities	Yes	No
1. The confidential employee on a regular basis formulates or participates in formulating management positions for processing and/or resolving grievances .		
2. The confidential employee on a regular basis participates in meetings where management positions and/or strategy regarding processing and/or resolving grievances are discussed.		
3. The confidential employee on a regular basis formulates or participates in formulating management positions regarding current and prospective collective bargaining issues .		
4. The confidential employee on a regular basis attends meetings for the purpose of developing management positions and/or strategy with respect to collective bargaining matters .		
5. The confidential employee, as part of his or her responsibilities, regularly has access to documents as management is developing its positions in collective bargaining matters .		
6. The confidential employee, as part of his or her responsibilities, regularly has access to documents as management is developing grievance positions .		
7. As part of his or her regular responsibilities, the confidential employee researches and assembles data important to the formulation of management positions in collective bargaining .		
8. As part of his or her regular responsibilities, the confidential employee analyzes data important to the formulation of management positions in collective bargaining .		
9. The confidential employee presents data important to the formulation of management positions in collective bargaining to those individuals responsible for formulating such positions		
10. As part of his or her regular responsibilities, the confidential employee researches and assembles data important to the formulation of management positions in grievance handling .		
11. The confidential employee presents data important to the formulation of management positions in grievance handling to those individuals responsible for formulating such positions.		