



MEMORANDUM
via e-mail

TO: C.J.Karamargin,Vice Chancellor for Public Information and Federal Government Relations

FROM: Janet L. May,Vice Chancellor for Human Resources

DATE: December 13,2012

SUBJECT: Changes to PersonnelPolicy Statement for College Employees

At your request,I have prepared this memorandum to provide a general overview of some changes recently made and are in process of being formulated to the College's Personnel Policy Statement for College Employees. The Personnel Policy Statement for College Employees (also referred to as Common Policy/Language) is the overall policy statement for all employees of Pima Community College. Changes to the statement normally occur on July first of a year. During spring 2012,sections of the Personnel Policy Statement for College Employees were reviewed by Human Resources,Interim Chancellor Suzanne L. Miles and Legal Counsel. Updates were provided and approved by the Board of Governors at their June 20,2012 meeting for implementation on July 1,2012. Those sections included:

- e Section V.Code of Conduct/Discipline;B. Code of Conduct and Standards of Behavior for Employees-a paragraph was added emphasizing employees will show mutual respect for others, basic courtesy, treating others as we wish to be treated and creating a positive environment. Administration will set the tone through their professional conduct and leadership of the College
- e Section V.Code of Conduct/Discipline;C. Reporting Violations of Law and College Policy (Whistle-blowing)-references to Arizona Revised Statutes was added along with clarifying how allegations of whistle blowing are to be reported
- Section V.Code of Conduct/Discipline;E. Investigations;1. Investigations-expanded current avenues available for reporting complain'ts against the Chancellor to the Board of Governors Chair,the Board's attorney and the College's compliance and ethics hotline. Additionally,language was expanded to include complaints regarding the Chancellor received by the College's ethics and compliance hotline will be forwarded to the Board's attorney. This provision was already in place for complaints regarding the Chancellor received by Employee Relations

A copy of the updated language is attached.

In the fall of 2012, a proposal was drafted and presented to the Board of Governors to revise Section VI. Grievance Procedures of the Personnel Policy Statement for College Employees to expand the section to allow College administrators the same rights as other College employees to grieve items beyond disciplinary actions. The Board of Governors tabled the item, requesting additional research. In response to the Board of Governors request, a Common Policy/Language Ad Hoc Review and Advisory Work Group is being established to review sections of Common Policy and make recommendations for change. From time to time, this type of Work Group has been used. In the spring 2013, the ad hoc work group will be chaired by Dr. David Bea, Executive Vice Chancellor for Finance and Administration. The remaining members of the ad hoc work group will be comprised from members of employee representative groups, Faculty Senate, Staff Council and other employees from the College. Section VI. Grievance Procedure will be reviewed; recommendations for change will be made and reviewed by Chancellor's Cabinet and the recommendations affirmed by the Cabinet will be submitted to the Board of Governors at their June 2013 meeting for approval and inclusion in the 2013/2014 Personnel Policy Statement for College Employees.

Please let me know if you have any questions.