



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Employee Representative Groups
<i>AP Number:</i>	AP 1.25.02
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<i>Sponsoring Unit/Department:</i>	Chancellor
<i>Policy Title(s) & No(s).</i>	Personnel Governance and Policy for College Employees, BP 1.25
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

PURPOSE

As established by BP 1.25, the Governing Board recognizes employee representative groups to provide input for the development and revision of personnel Administrative Procedures and policies/handbooks directly and substantially related to wages, salaries and working conditions in a structured Meet and Confer process.

This Administrative Procedure (AP) establishes the process for identifying Employee Representative Groups (ERGs) and outlines the functions and expectations of ERGs as they support informed decision-making and improvement at the College through regular and meaningful input on policies and procedures governing employee working conditions and compensation.

SECTION 1: Election and Sustainment of Employee Representative Groups

1.1 Employee Classifications Eligible to Elect Employee Representative Groups

Categories of employees that may elect a single employee representative group to provide input to the Board, Chancellor, and the administration are:

Full-time regular classified employees – non-exempt;
Full-time regular classified employees – exempt;
Full-time regular instructional and educational support faculty.
Adjunct Faculty

1.2 Election or Change of Employee Representative Groups

Employees may request an election to establish or change an ERG by collecting the signatures of at least 25% of employees within the employee classification, as verified by Human Resources. The Chief Human Resources Officer will forward the verified request(s) through the Chancellor to the Board.

Should the Board determine such an election shall be held, the election shall occur no later than a month after the Board approves the election. The election will be administered by a party mutually agreed to by the organization(s) which appear on the ballot. Should the organization(s) be unable to agree upon a party to administer the election, the Chief Human Resources shall appoint such a party.

An organization must receive a plurality and at least 25 percent of the votes cast to become an ERG and be granted the rights and responsibilities of an ERG in the month following the election.

Results of the election shall be reported to the Board as an information item at the next regular meeting following the election.

- 1.3 To maintain status as a College-recognized ERG, existing recognized organizations must be able to demonstrate every two years at the beginning of the fiscal year that they represent a minimum of 25% of the employee classification within the College. Demonstration of threshold can be presented via paid membership count, electronic vote of support, or another mutually agreed upon method.
- 1.4 If an ERG cannot demonstrate sufficient representation and thereby loses recognition, Human Resources will assist the affected employee

classification to organize an election in which interested organization(s) may be placed on the ballot. Employees shall have the option to select no ERG.

SECTION 2: Basic Provisions for Employee Representative Groups

- 2.1 Members of Employee Representative Groups (ERG) shall be permitted access to work areas at reasonable times during regular work hours for the purpose of contacting individual members concerning ERG business. The immediate supervisor shall be notified prior to entry into the work area. It is expected that if the nature of such business will take more than 15 minutes, arrangements will be made to meet during non-working hours.
- 2.2 The same protections against harassment or disparate treatment that apply to all employees apply equally to employees acting in their capacities as Employee Representative Groups.
- 2.3 Members of ERGs may serve as Employee Advisors without restriction in accordance with the policy governing Employee Advisors.
- 2.4 A group of employees who share an identical concern(s) may request that their ERG file a grievance on their behalf.
- 2.5 ERG representatives serve on the All Employee Representative Council (AERC) as specified in AP 1.25.01.

SECTION 3: Provisions for Information Sharing

Upon request, the College will provide to the ERG officers the following information

- 3.1 A list of the employees in the classification including:
 - a. Name;
 - b. Position/Title/Position Control Number; and
 - c. An indicator of ERG members paying dues through payroll deduction.
- 3.2 Notification of the existence of all grievances filed by applicable employees.
- 3.3 A seniority list of applicable employees indicating the employee's date of employment at the College.
- 3.4 A report of applicable employee position titles and ranges.

- 3.5 When a change occurs in the content of a job classification which will result in (a) a change in the employee group placement of an employee within that group, or (b) the placement elsewhere of a job classification currently within the employee group, the College shall endeavor, insofar as is reasonably practical, to inform the applicable ERG president.

SECTION 4: Provisions for Communication

The College agrees to provide bulletin board space for posting official notices pertaining to the business of the Employee Representative Group

SECTION 5: Use of/Access to College Resources

- 5.1 Upon written request and with reasonable notice, ERGs shall have access on a first-come, first-served basis to appropriate rooms for meetings, so long as a group's use does not conflict with the official scheduled operations of the College.
- 5.2 ERG representatives may use College office equipment to produce and distribute meeting materials related to a College function, including the use of copy machines, when such equipment is not otherwise in use. ERGs must furnish their own consumable supplies and pay any costs for printing and copying.
- 5.3 ERG representatives may use College email and mail services and employee mail boxes for internally-generated communications to their members, but it shall pay its own United States postage costs.
- 5.4 ERG Leadership teams shall be permitted to receive telephone calls, faxes and e-mails in their offices from associated agents, members and/or representatives provided that such communications do not interfere with employees' job responsibilities and the operation of the College.