



# Pima County Community College District Administrative Procedure

<i>AP Title:</i>	<b>Personnel Governance and Policy for College Employees</b>
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<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

## **PURPOSE**

This procedure establishes the framework for employee input regarding employment-related college policies and procedures.

## **SECTION 1: Definitions**

**1.1 All Employee Representative Council (AERC):** A group of representatives from all employee classifications. The AERC will meet monthly and will be composed of faculty, adjunct faculty, exempt staff, non-exempt staff, temporary employee representation, and administrators selected from the groups listed below.

ACES (2)  
Adjunct Faculty (2)  
Administration (2)  
AFSCME (2)

Non-PCCEA Faculty selected by Faculty Senate (2)  
 Non-ACES Staff selected by Staff Council (2)  
 Non-AFSCME Staff selected by Staff Council (2)  
 PCCEA (2)  
 Temp Staff full time advocates (2)

Note: Each group will decide its own process for selecting members and alternates serving on the AERC for a staggered term of two years. The AERC will establish rules for governing its internal processes.

- 1.2 Employee Representative Groups (ERG):** The Board-recognized representative groups for the three employee classifications (Exempt, currently represented by ACES; Non-exempt, currently represented by AFSCME; Faculty, currently represented by PCCEA).
- 1.3 Resolution Team:** Resolution Teams consist of Employee and Management Representatives and will conduct appropriate research, gather feedback from constituencies, and recommend policy or procedure changes during Meet and Confer (2.3).
- 1.4 Employee Representatives on Resolution Teams.** ERG leadership (President/Chair or designee) will assemble a team of up to six (6) members who, as much as possible, are diverse in campus location, classification, gender, and ethnicity. As much as possible, representatives should have expertise in the item(s) discussed and represent diversity in perspective.
- 1.5 Management Representatives on Resolution Teams:** The Chief Human Resources Officer or designee will assemble a team of up to six (6) members who, as much as possible, are diverse in campus location, classification, gender, and ethnicity. As much as possible, team members should have expertise in the item(s) discussed and represent diversity in perspective.
- 1.6 Additional Participants:** The Resolution Team may invite additional subject matter experts or additional affected parties as needed.

## **SECTION 2: Process**

### **2.1 Collecting Input**

The College encourages all employees to submit their suggestions and concerns regarding personnel policy and terms and conditions of

employment to the AERC. The College will provide multiple pathways for employees to submit these suggestions and concerns and develop measures to ensure that, when desired and if possible, anonymity is preserved.

1. The College will establish and maintain a secure online platform for employees to submit their suggestions and concerns to the AERC that both permits anonymity for the employee and establishes an infrastructure to ensure all submissions are archived and organized to support the AERC's needs for properly reviewing and classifying all suggestions and concerns.
2. The AERC will annually conduct Fall and Spring forums and a minimum of one employee survey a year.

## **2.2 Categorizing Input**

The AERC will review all issues brought forward during input collection (2.1) and determine the appropriate course of action below.

### **2.2.1 Policy Changes**

Compensation and employment-related issues of broad significance best addressed through modification of existing or creation of new Board Policies, Administrative Procedures, and Personnel Policy Statements/Handbooks will be directed to the Meet and Confer process (2.3).

### **2.2.2 Non-Policy Changes**

Employment issues of more limited applicability better addressed on an individual basis or through the processes available from an appropriate responsible unit or department, including potential policy violations, will be directed to that office (e.g., Office of Dispute Resolution, Human Resources, Office of the General Counsel, Equal Employment Opportunity Office, a Dean, etc.).

## **2.3 Meet and Confer**

ERG Presidents (or Chairs) will determine whether their employee group would be impacted by items identified in 2.2.1 and work with HR to convene an item-specific Meet and Confer session as necessary. The

leadership of the representative group will identify the employee representatives on the Resolution Team regardless of representative group affiliation.

On an annual basis, no later than April, the AERC shall convene a compensation-based Meet and Confer to provide input and recommendations for the budget development process and determine how to utilize funding designated for salaries.

### **2.3.1 Resolution Teams**

Resolution Teams will conduct appropriate research, gather feedback from constituents, and recommend policy or procedure changes.

### **2.3.2 Meet and Confer Parameters**

The AERC shall identify the appropriate decision-maker and set a recommended timeline for the work of each Resolution Team. Prior to commencement of Meet and Confer, the Resolution Team shall establish guidelines for its open meetings. The goal of the process is to reach consensus through an interest-based collaboration process. If consensus cannot be reached, multiple recommendations may be submitted to the AERC for review. The AERC may:

1. move the recommendations forward to the designated decision-maker; or,
2. refer them back to the Resolution Team for revision.

### **2.3.3 Agreements**

Management, in consultation with the Chancellor, shall have full authority to meet and confer and sign agreements with employee representatives on items agreed to during the Meet and Confer process. Such agreements are not considered College policy or procedure until approved by the Board or the Chancellor or designee, as applicable.

### **2.3.4 Third-Party Facilitation**

If a Resolution Team determines that continuing Meet and Confer is unlikely to produce agreement on an issue, that Team may mutually agree to request facilitation by a neutral third party. However, the Board recognizes the

responsibility to make decisions and reserves the right to accept or reject any facilitated agreements.

## **2.4 Communication**

The AERC will ensure that all recommendations and resolutions are communicated with rationale to the parties involved and to the College community, when appropriate. Timely communication will occur via numerous mechanisms.

## **2.5 Quality Assessment**

The AERC will review its processes and effectiveness annually or as needed.