



CLASSIFIED EXEMPT PERSONNEL POLICY STATEMENT

Adopted By

**The Board of Governors
Pima County Community College District**

State of Arizona

for

2017/2018

Classified Exempt Personnel Policy Statement

This personnel policy statement applies specifically to full-time regular classified exempt employees. For additional personnel policies that apply to employees please refer to the *Personnel Policy Statement for College Employees*. That policy statement contains such items as:

- ☆ Management Rights
- ☆ Equal Employment Opportunity / Affirmative Action Policy
- ☆ Harassment Policy including Sexual Harassment
- ☆ Americans with Disabilities Act Compliance
- ☆ Accommodation for Religious Observance
- ☆ Drug-Free Work Place Policy
- ☆ Conflict of Interest / Nepotism
- ☆ Conflict of Interest / Consensual Relations
- ☆ Conflict of Interest / Outside Employment
- ☆ Definitions
- ☆ Personnel Files
- ☆ Participation in College Activities
- ☆ Employment *
- ☆ Benefits *
- ☆ Leaves*
- ☆ Code of Conduct
- ☆ Disciplinary Procedure*
- ☆ Grievance Procedure*
- ☆ Employee Unit*

* All or part may apply only to regular or regular full-time employees.

Reasonable accommodations, including materials in an alternative format, will be made for individuals with disabilities when a minimum of five working days advance notice is given. Please contact the PCC Human Resources Office at (520) 206-4624 or TTY (520) 206-4852.

CONTENTS

Classified Exempt Personnel Policy Statement FY 2017/2018

Section I. General Information	1
A. Policy Statement.....	1
B. Recognition	1
C. Exempt Staff Basic Responsibility.....	1
Section II. Conditions of Work	3
A. Probation Period.....	3
B. Hours of Work.....	5
C. Flexible Work Hours and Reduced Schedule.....	5
D. Environmental Health and Safety.....	6
E. Alternative Work Locations	6
Section III. Employment	7
A. Externally Funded Positions.....	7
B. Performance Evaluation	7
C. Seniority	8
D. Layoff/Reduction-in-Force (RIF).....	9
E. Recall.....	11
F. Selection Process for Lead Assignments.....	12
G. Selection Process for Vacancies.....	12
H. Additional Work as Adjunct Faculty.....	12
I. Rehire	13
Section IV. Compensation	14
A. Salary.....	14
B. Salary Administration Practices	14
C. Cyclical Review	15
D. Temporary Assignment of Duties Outside of Classification Work in a Higher Grade...	15
E. Work in a Higher Classification (Range).....	16
F. Position Review.....	16
G. Continuous Operation Personnel.....	17
H. Change of Status.....	17
Section V. Leaves and Holidays	18
A. Holidays and Recesses	18
B. Leaves.....	19
C. Annual Leave	20

D. Sick Leave	23
Section VI. Professional Development, Educational Enrichment and Paid Educational Leave Programs	27
A. Purpose and Funding	27
B. Roles and Responsibilities of the Exempt Professional Development Work Group	28
C. Professional Development and Educational Enrichment	29
D. Paid Educational Leave	31
E. Administration and Reporting	34
F. Career Development	34
Section VII. Association.....	36
A. Definition of Association	36
B. Association and Representative Rights	36
C. Employer Provisions of Information	36
D. Bulletin Boards	37
E. ACES' Use of College Resources	37
F. Communication	37
G. Reconvening	38
Appendix A: Job Titles 2017/2018.....	39
Appendix B: Classified Exempt Salary Schedules	41
Appendix C: Lead Assignments	43
Appendix D: Working Group for the Continuous Improvement of the Classified Exempt Performance Evaluation.....	44
Appendix E: Exempt Staff Step Progression Plan and Criteria	45

Section I. General Information

A. Policy Statement

The Pima County Community College District Governing Board recognizes the Association of Classified Exempt Staff (ACES) as a Classified Employees (Exempt) “Meet and Confer” group for deliberation and recommendation for the development of personnel policies for such group, which recognition does not exclude input from others.

Pima Community College and the Association have entered into the “Meet and Confer” process in order to promote harmonious relations between the Association and the College through discussions with respect to wages and other conditions of employment.

The parties will cooperate fully to secure advancement and achievements of the College’s educational goals.

The Governing Board has adopted this Policy Statement as the expression of personnel policies that are unique to full-time regular classified exempt employees in the Pima County Community College District. This Policy Statement and the Personnel Policy Statement for College Employees (“Common Policies”) contain the personnel policies of the Governing Board regarding classified exempt personnel.

Nothing in these personnel policies shall inhibit, restrict, modify and/or supersede the Board’s responsibilities and/or authority pursuant to and in compliance with any state or federal law, executive order, agency rule or guideline. The personnel policies contained herein may be supplemented, modified, or deleted without restrictions by the Governing Board pursuant to its statutory authority. In the administration of the Board’s personnel policies, the College Human Resources Office is responsible for interpreting and overseeing the implementation of the policies.

B. Recognition

Employees covered by this policy statement are classified full-time regular employees (Exempt) as defined in the Personnel Policy Statement for College Employees and as determined by the Pima Community College Human Resources Department.

All other employees of the College are not members of this “Meet-and-Confer” group.

C. Exempt Staff Basic Responsibility

Members of this employee group shall: carry out the policies of the Governing Board, cooperate for the common good of the College, perform the duties assigned to them by their supervisor(s), perform duties with professional skill, and set proper examples for employees to follow. Exempt employees will maintain currency in their area of specialization or assignment and attend training deemed by the College as required.

Exempt employees are responsible for contributing to the processes, practices, policies and procedures required in order to maintain the College's compliance with accrediting agencies. Examples of work that may be required include and are not limited to: establishing and monitoring the progress on unit goals and desired outcomes based on the College Strategic Plan, support of the student learning outcomes process and cycle of continuous improvement, and compliance matters such as Clery Act, Title IX, Veterans' Services and benefits, financial aid regulations, and other Federal and state regulations.

Section II. Conditions of Work

A. Probation Period

1. Initial Hire Probation Period

- a. Duration.** Upon an employee's initial hire into a regular position, there shall be, within two weeks of hire, a discussion on the role and expectations of the job, a discussion to review progress at mid-point (3 months) and an initial probation period of six months. The probation period may be extended up to three additional months upon approval by the Chief Human Resources Officer or designee and the placement of the employee on a corrective action plan. In the event an employee serving a probation period is approved for a leave of absence (paid or unpaid) which exceeds one month, the employee's probation period will be extended by an amount equal to the leave of absence.

After the employee has served four months of probation and upon completion of a formal performance evaluation, the administrative supervisor may recommend to the Chief Human Resources Officer that the employee be approved for early completion of the probationary period and converted to regular status.

- b. Benefits Eligibility.** Probationary employees are entitled to all benefits required by law. The following applies to additional benefits provided by the College:
- i. Probationary employees may enroll, if otherwise eligible under the provisions of the College's insurance programs, in the College's group health, life, and/or dental insurance programs.
 - ii. Probationary employees may enroll, if otherwise eligible under the provisions of the College's insurance programs, in the College's group health, life, and/or dental insurance programs.
 - iii. Eligibility for other College-provided leave will also commence after completion of the first three months of the probation period.
 - iv. Eligibility for all other College-provided benefits will commence upon successful completion of the probation period.
- c. Initial Hire Probation Period Actions.** An employee serving a hire probation period may be discharged or otherwise disciplined without the right to grieve. If the employee is not officially notified of an extension or failure to pass initial hire probation by the last day of his/her probation period, the employee will be considered to have successfully completed his/her initial hire probation.

Upon successful completion of the initial hire probation period, the employee shall receive the full rights and protection of this Policy Statement, and will be added to the seniority list as of the initial hire date for full-time regular employment. Within two weeks of hire, there shall be a discussion on the role and expectations of the job.

2. Position Change Probation Period

- a. Duration.** There shall be a position change probation period of three months for an employee who moves into a position at a higher range or who is reassigned via a competitive process to a position in another classification. The position change probation period does not apply to position changes to a lower range or to reclassifications. An employee may complete his/her position change probation period in less than two months upon the recommendation of the supervisor and approval by the appropriate administrator and upon completion of a formal performance evaluation.

The probation period may be extended up to two additional months upon approval by the Chief Human Resources Officer or designee. In the event an employee serving a position change probation period is on leave of absence (paid or unpaid) which exceeds 30 days (absence needs not be consecutive), the employee's probation period can be extended by an amount equal to the leave of absence.

- b. Benefits Eligibility.** During the position change probation period, the employee will retain all College-provided benefits for full-time regular exempt employees.
- c. Position Change Probation Period Actions.** Upon an employee's placement into the position, there shall be an initial discussion on the role and expectations of the position. An employee will be afforded a discussion to review progress at mid-point (one and one-half months), and a formal performance review no later than 30 days from the completion date of his/her position change probation. An employee serving position change probation may be removed without the right to grieve from the position to which he/she was promoted or reassigned. In such an event, the employee may, in the following order of preference:
- i. be placed in the classification previously held, provided there is a vacancy;
 - ii. be placed in a position of the same pay rate but different classification for which he/she possesses the minimum qualifications, subject to a probation period as defined in 2.a. above;
 - iii. be temporarily placed in another classification pending a vacancy in the previous classification.

The employee shall be compensated within the range of the position in which he/she is placed. If option (1) or (3) is exercised, the employee shall not be required to serve probation and will be evaluated as a regular employee on his/her anniversary date. If

option (2) is exercised, the employee may be given additional opportunities in positions of the same pay rate but different classification for which he/she possesses the minimum qualifications until the employee successfully completes a 30-work day evaluation period.

- 3. Disciplinary Probation Period.** Disciplinary probation may be imposed as a result of serious performance or conduct deficiencies. The length of a disciplinary probation will be as stated in the notice of decision to impose discipline. Employees on disciplinary probation may not apply for or be considered under competitive job announcements.
- 4. Complaints.** An employee serving a probation period has the right to file a complaint with the Affirmative Action Office concerning any aspect of his/her probation status that involves an issue of discrimination covered by the College's Equal Opportunity/Affirmative Action, Americans with Disabilities Act or Sexual Harassment policies.

B. Hours of Work

The basic workweek is 40 hours which begins on Saturday and ends on Friday, and consists of seven days. While the workweek for full-time regular exempt employees is normally considered to be 40 hours, greater emphasis is placed on meeting the responsibilities assigned to the position than on working a specified number of hours.

Due to the nature of exempt positions, work beyond the basic workweek may be required to meet legitimate business needs.

In partial recognition of prolonged, uncommon, or exceptional hours of work beyond the standard workweek expectations for exempt staff, the employee's supervisor may, with Administrative concurrence, grant the exempt employee occasional non-routine brief absence from the workday for any purpose with pay without requiring the use of annual or sick leave. In such cases, the employee should be able to take this time off at a mutually convenient time.

C. Flexible Work Hours and Reduced Schedule

- 1.** An employee's request for a flexible work schedule may be granted with agreement of the supervisor if the schedule does not interfere with work needs. An employee may request and be assigned a flexible work schedule of at least 30 hours and/or a reduced schedule of at least 10 months out of a 12 month year. If the request is denied by the supervisor, the employee will be able to appeal the supervisor's decision to the Chief Human Resources Officer. In some circumstances, flexible work schedules may be necessary and may be assigned by the supervisor.
- 2.** If the college determines that a 30-hour work schedule or at least a 10-month work schedule be deemed necessary, order of selection of regular employees shall be in order of the needs of the working unit within the affected job classification. In this event, the

ACES President and/or designee shall be notified by the Chief Human Resources Officer no less than 30 days of any pending action.

3. Employees approved and/or assigned for at least a 10 month work schedule shall have the option of extending their payroll to 26 pay periods and will continue to receive College benefits throughout the non-working months. In both options, salary and leave accrual shall be prorated accordingly
4. If organizational needs necessitate a return to a 40-hour and/or 12-month work schedule, the employee having been assigned to the flexible work schedule shall retain the right of return to the standard workweek schedule and resume non-prorated pay and leave accrual.
5. If the employee requests and is approved to return to a 40-hour and/or 12-month work schedule, the employee shall retain the right of return to the standard workweek schedule and resume non-prorated pay and leave accrual. If denied by the supervisor, the employee will be able to appeal the supervisor's decision to the Chief Human Resources Officer.

D. Environmental Health and Safety

All employees are required to contribute to a safe working environment. The College provides working conditions that meet health and safety standards provided for in applicable state and federal statutes and/or regulations. Any employee claiming a hazardous or unsafe working condition (including the operation of equipment) shall bring such condition to the immediate attention of his/her supervisor. The supervisor shall determine whether the condition is hazardous or not. Should the employee disagree with this decision, the supervisor shall contact the District Environmental Health and Safety Office as soon as possible and, in any event, no later than the next work day for an on-site appraisal. Should the condition be deemed hazardous by the District Environmental Health and Safety Office representative, the appropriate administrator shall be notified as soon as possible. The administrator will take appropriate action to provide a safe working condition. Should the District Environmental Health and Safety Office representative determine that the condition is non-hazardous, the employee shall return to work. In the event of a difference of opinion between the employee, the immediate supervisor, and the District Environmental Health and Safety Office concerning the safety of the employee working conditions, the employee or the supervisor may bring the condition to the attention of the administrative supervisor.

When buildings or other facilities or portions thereof are closed because of emergencies or unsafe or hazardous conditions, employees shall suffer no loss in pay for that day.

E. Alternative Work Locations

Work assignments outside of the employee's normal College work locations are permissible on a short-term, temporary basis- when reasonable, practical, mutually agreed to, and arranged in advance with the employees supervisor. The supervisor must approve the work locations(s) prior to the temporary assignment.

Section III. Employment

A. Externally Funded Positions

Externally funded positions are those funded by resources other than College general funds. Employees hired into positions funded from sources other than College general funds are considered externally funded employees. General funds are generated from property taxes, and tuition. All other funding sources are considered external, including but not limited to, grants, contracts, inter-governmental agreements, student fees, donations, athletic revenue, etc.

Externally funded employees are covered by the terms and conditions of the Exempt Personnel Policy Statement, with the following exceptions:

1. Employment in the externally funded position is contingent upon the continuation of external funding.
2. Externally funded regular employees are eligible to compete for any vacant positions and participate in the regular recruitment process.
3. Externally funded employees do not have seniority or reassignment rights within the College general funded employment process. A regular College employee who is notified his/her externally funded position is ending, prior to the end of his/her external funded position shall be eligible to interview and be considered for a regular vacant position at the same or lower level salary grade level.
4. Regular general funded college employees placed into externally funded positions through a College-initiated appointment shall retain the right to revert to a regular general funded position or a position of comparable wage and duties within the College upon the expiration of the position or external funds.
5. Regular general funded college employees who successfully compete for an externally funded position effectively resign and voluntarily give up their rights to the general funded position and become subject to the provisions of 1-3 stated above in Section III. A.

Institutionalization of externally funded programs or projects is subject to the terms and conditions of the external funds agreement as well as to the College's ongoing program needs, funds availability and other conditions.

B. Performance Evaluation

The purpose of a performance evaluation is to: review the duties of the position; communicate performance expectations; assist employee in accomplishing job assignments; provide supervisory feedback; afford the employee a formal opportunity to discuss successes/difficulties that occurred within the review period, and establish goals for the next review cycle. The

performance evaluation process is designed to work with and encourage the informal day-to-day practice of performance feedback.

Employee job performance will be evaluated at the end of the initial hire probation period, at the end of any extension of the probation period, and thereafter on an annual basis between February 1 and April 1, unless a probationary period or position change evaluation was completed within the immediately preceding 90 days. The performance evaluation shall be documented on the Exempt Staff performance review document. If the supervisor has not supervised the employee for a continuous period of three months immediately prior to the evaluation date, the performance evaluation may be deferred until the three-month time period has been completed but no later than March 31.

An employee who disagrees with the accuracy of statements on the performance evaluation may submit a written rebuttal within 10 working days to his/her supervisor and administrator, which shall be attached to the official file copy of the evaluation in question.

ACES shall participate in any review of the evaluation instrument and process (see Appendix D).

C. Seniority

Seniority is defined as the length of full-time continuous service of an exempt employee since the most recent date of his/her full-time regular employment with the College.

Exempt employees with an equal amount of seniority shall have such a tie broken by a drawing by lot with the first name picked being designated the most senior employee. This process shall be continued until no name remains. All employees affected shall be notified in writing of the date, time, and place of the drawing. The drawing will be conducted openly and at a time and place that will allow affected association employees to be in attendance.

1. For the purpose of accumulating seniority in accordance with paragraph above, “continuous service” shall be deemed to be broken for the following reasons:
 - a. employee resignation;
 - b. employee termination;
 - c. employee retirement;
 - d. employee failure to notify the College within five work days of written receipt, after recall from layoff; and/or
 - e. when an employee has been laid-off/Reduction-in-Force in excess of 12 months.
2. Unpaid leave shall not be credited toward seniority, except in the following instances:
 - a. approved education leave;

- b. approved professional development leave; or
- c. leave taken as provide by the Family Medical Leave Act.

When seniority of a laid-off/Reduction-in-Force employee is eliminated pursuant to this section, the College will notify the affected employee in writing 30 days in advance of the date of elimination.

D. Layoff/Reduction-in-Force (RIF)

1. Statement of Intent

This policy provides the College the ability to adjust staffing to meet the College's needs.

The College values its employees and shall undertake a RIF only after less impactful alternatives have been exhausted (such as transfer, reduced work hours, flexible schedules, elimination of appropriate temporary and probationary positions, etc.). Once the Chancellor and/or Board of Governors determines the College faces a College-wide enrollment decline or financial exigency that may result in a RIF, he/she will seek broad input from relevant exempt employees and their representative groups, to determine the best possible implementation for a RIF.

In any circumstance addressed by this policy, affected and potentially affected employees will be given as much notice as possible, but no less than 30 days prior, that the provisions of this policy may be invoked.

This policy does not apply to Externally Funded Regular Full-time Positions.

2. Definitions

Reduction-in-Force (RIF) shall mean a reduction in the total number of employees of the College due to a demonstrated enrollment decline, a financial exigency, or other circumstances that affects an individual program or the College as a whole.

An enrollment decline shall mean a pattern of declining enrollment across the College, a Campus, or within a program, i.e., a sustained downward trend over two or more semesters.

A financial exigency shall be deemed to exist when substantial or recurring diminishing financial resources threaten the ability of the College to meet its present financial obligations.

Program reduction means a decision to cancel, consolidate, or realign a program or discipline.

A RIF is not a replacement for the College's discipline policy and procedure or on-going performance management issues.

3. Reduction-in-force Criteria

While the Chancellor may take a variety of approaches to determine a plan for RIF, she/he is committed to respect the following principles:

- a. Any elimination of staff positions shall have the least possible impact on students.
- b. Processes and data used to determine which positions are eliminated be transparent, fair, and communicated to affected employees and their representative groups.
- c. Processes used to determine which positions are eliminated make use of quantitative and qualitative data analysis such as enrollment trends, community needs, financial viability of programs, or external accreditation results.
- d. Processes make use of subject matter experts.
- e. Knowledge, skill, abilities, and performance, shall be considered in determining which employees are laid off.
 - i. Performance is defined through the performance evaluation, and the absence of active corrective or disciplinary action, and/or a pattern or history of disciplinary action.
 - ii. In the absence of a completed performance evaluation, corrective, or disciplinary action, an employee's performance shall be considered to be satisfactory.
 - iii. Overall qualifications, training, and abilities will be assessed by senior leadership in the affected area and reviewed by Human Resources.
 - iv. All other factors being equal, seniority will be taken into consideration.

4. Procedures

- a. Written notice of a possible RIF shall be given to affected employees as far in advance as reasonably possible. Notice of selection for a RIF will be provided in person whenever possible and in writing no less than 30 days prior to the effective date of such RIF. The College may, in its discretion, elect to pay employees in lieu of providing the minimum notice period. In addition, the representative employee group shall be notified of the number of affected exempt positions.
- b. Employees who are selected for a RIF shall be provided with a written notice of the selection criteria and the methodology that were used to determine which employees would be subject to the RIF.

- c. Employees who are subject to a RIF are encouraged to apply for other open positions within the College. Upon request from the employee, Human Resources will provide assistance in locating available positions within the College.
- d. Employees who obtain an alternate position with the College within one year after the date of the RIF shall retain all pre-existing employment rights, including credit for salaries, and sick leave.
- e. Individuals selected for RIF pursuant to this policy may file a grievance in accordance with College policy. Refer to Section VI. Grievance Procedure in the Personnel Policy Statement.
- f. Termination of employment as a result of a RIF pursuant to this policy is not dismissal for cause and shall not be recorded or reported as such.
- g. Any unpaid annual leave, accrued as of the date of layoff/Reduction-in-Force, shall be paid to the employee.
- h. In accordance with federal guidelines affecting equal employment opportunity/affirmative action, any application of the RIF policy must be reviewed by Human Resources to determine its impact on the College's affirmative action goals.
- i. The College shall make recommendations for outplacement services for those staff affected by a RIF.

E. Recall

A laid-off employee from a general funded position on the recall list shall be offered recall from layoff in accordance with seniority, provided such employee is qualified to perform the duties of the job. A laid-off employee will remain on the recall list for 12 months after the effective date of the layoff.

There is no recall list for externally funded employees. Within 12 months after the effective date of the layoff, a laid-off employee from an externally funded position may be recalled to another externally funded position for which the employee is qualified, subject to the conditions of the external funds agreement in existence between the College and the funder.

A laid-off employee recalled for work, who has been notified at her/his last known address by certified mail, must notify the Human Resources Office within ten work days after receipt of the notification by the College if he/she will accept the recall and report for work no later than ten work days after receipt of recall letter. Any employee failing to respond or accept the recall shall be deemed to have resigned except as provided elsewhere herein.

A laid-off employee may reject a recall to employment with the College to a job classification in a lower salary range than the job classification held at the time of layoff. Recall will be initiated by the College immediately upon the existence of a vacancy in the

College. However, a laid-off regular full-time employee on the recall list must be offered the opportunity to return to work to fill a vacancy within a classification in which he/she worked prior to the College initiating an external recruitment. The College will make a good faith effort to restore employees to their former classifications and salary ranges during the recall period.

An employee laid off from a general fund position who accepts a recall to a general fund position will have his/her benefits eligibility, seniority, and if applicable, banked step eligibility restored. If rehired to the same general fund job classification as he/she was laid off, the employee will be placed at the same salary step at time of layoff. An externally funded employee recalled to an externally funded job classification, benefits eligibility and banked step eligibility may be restored, and if recalled to the same salary classification as he/she was laid off, placed at the same step at time of layoff, when permitted by the external funding source.

F. Selection Process for Lead Assignments

All regular classified exempt employees must be advised of and offered the opportunity to express interest in lead assignments within the work unit. Should more than one employee express interest and have the requisite qualifications to successfully accomplish the purpose and goals of the assignment, the supervisor will work with the Human Resources Department to design an appropriate selection process. In the event that two or more employees are deemed to qualify, selection will be in order of seniority. If no employee expresses an interest, the supervisor shall select a qualified employee by direct appointment or through an internal appointment.

G. Selection Process for Vacancies

In the event that a regular full-time position becomes open, the position shall be filled according to AP 5.01.01

H. Additional Work as Adjunct Faculty

The College values the experience and educational credentials its exempt employees can provide to students as adjunct faculty. Regular exempt employees may be employed by the College as adjunct faculty provided all of these conditions are met. The employee:

1. Is not subject to Second Corrective Action Plan or disciplinary action.
2. Will instruct at times outside their normal work hours as determined by the employee's supervisor.
3. Due to extraordinary circumstances which might cause a hardship to the College as determined by the Provost, the executive administrator can allow an exempt employee to instruct during normal work hours. The employee will use annual leave so that adjunct

faculty instructional activities are conducted outside the employee's regular work schedule.

4. Will instruct no more than six (6) load hours concurrently.
5. Is able to be present for primary assignment when accepting a secondary assignment as adjunct faculty.
6. Has the approval of the supervisor and the executive administrator of the home position to assume a secondary assignment.

I. Rehire

Any employee in good standing who voluntarily resigns from the College may be eligible for a direct appointment rehire within twelve months from separation. To be considered in good standing, a rehire notation must be placed on the former employee's separation Personnel Action Form. In order to be eligible for a direct appointment rehire, a vacant position at or below the employee's former classification at separation must be available. The rehired employee may return to his/her former pay classification and step placement or lower. No employee rehired by direct appointment shall return to a pay grade higher or a position of greater responsibility than at time of separation. A direct appointment rehired employee can only be considered for positions in classifications which the employee previously completed probation. Any employee returning to the College by direct appointment shall begin sick and annual leave accruals and seniority rights anew.

A former regular employee who is eligible for rehire in accordance with the above paragraph must submit the request in writing to the Chief Human Resources Officer, along with all new hire paperwork including the application for employment. While a former employee may request to be rehired, the College is not obligated to offer re-employment under this provision.

Section IV. Compensation

A. Salary

The STEP Progression Plan was suspended by the Board for FY 2015-2016. There was no awarding of steps or an increase in the salary schedule during FY 2016-2017. The Exempt Performance Evaluation Working Group will be reconvened, in 2017-2018, to finalize a new performance evaluation process for exempt employees including development of a coherent, comprehensive process for achieving step progression.

All compensation shall be in accordance with Board of Governors approved compensation plan and College policies.

B. Salary Administration Practices

1. Employment Rate - The rate of pay for newly hired employees shall normally be at the first step of the appropriate pay range. Hiring above the entry rate shall be on an exception basis only, with approval by the Chancellor or designee, and based on legitimate business or recruitment needs and/or the qualifications and abilities of the person selected.
2. Competitive Selection - When a regular employee is selected through a competitive process for a position at a higher range, the employee shall be placed on the appropriate step resulting in a 7.5 percent increase in pay, adjusted to the next higher step, or Step 1 of the appropriate salary range, whichever is greater, subject to the maximum of the pay range. The employee may exercise all rights granted to external candidates in the course of establishing salary placement. The Chancellor or designee, upon the recommendation of the Chief Human Resources Officer, may approve additional steps based on legitimate business or recruitment needs and/or the qualifications and abilities of the employee selected, provided the employee has comparable experience in any similar job or position with the same or higher level of required skills, duties, authority and responsibility.
3. Change to Lower Classification Range (involuntary) - Upon any college initiated action resulting in an employee moving to a lower classification range, an employee's base pay shall be placed on the appropriate step resulting in a 7.5 percent decrease in pay, adjusted to the next higher step of the new range. Notice of classification change will be provided no less than 30 days prior to the effective date.
4. Change to Lower Classification Range (voluntary) - An employee who voluntarily applies for and is selected for a position assigned to a lower classification range shall be placed on the same step of the new classification range.
5. Lead Pay- When a regular employee is selected for a lead assignment, the employee shall receive a non-base building compensation supplement for the additional responsibilities. The supplemental adjustment shall result in a 7.5 percent (7.5%) increase from regular

base pay for the duration of the lead assignment. Lead pay shall be based on base salary. Lead pay assignments must be at least 15 consecutive calendar days within a 30-day period. All lead assignments must have prior approval by the Chief Human Resources Officer. Requests for exception to the definition of lead pay (see Appendix C) may be made by the Administrative Supervisor of the employee to the Chief Human Resources Officer or his/her designee, whose approval or denial is final.

6. Acting Assignment - An employee working in a temporary acting assignment in a higher classification shall be placed in the step resulting in a 7.5 percent (7.5%) increase in pay, adjusted to the next higher step, or Step 1 of the salary range of the acting position, whichever is greater, subject to the maximum of the pay range. An acting assignment to a lower level classification will be set in accordance with the Change to Lower Classification Range (employee initiated) paragraph 4 above. An acting assignment to a position classified at the same range, will result in no change to the employee's range and step. Placement in an acting assignment will be no longer than six months. Requests for extension to this timeframe will require approval from the Chief Human Resources Officer or designee. (See Section IV. Compensation, paragraph D, for Working out of Class provisions and Section III. Employment, paragraph G, for Selection Process for Acting Positions).
7. Reclassification of Positions - Reclassification to classes at the same level (range) shall result in no pay change. Upon reclassification of the position to a higher level classification, the employee's base pay shall be either a 7.5 percent (7.5%) increase in salary adjusted to the next higher step, subject to the maximum of the range, or Step 1 of the appropriate classification, whichever is greater. Upon reclassification of a position to a lower level classification, the employee's salary shall be set in accordance with the Change to Lower Classification Range (College initiated, non-disciplinary) paragraph 3 above.
8. Maximum Salary Placement- In any event, all salary placements will be subject to the maximum of the appropriate salary range. Employees, whose current base rate of pay exceeds the revised range, shall not receive an adjustment in salary, and the salary will be "frozen" until such time as the pay plan accommodates an increase.

C. Cyclical Review

All exempt classifications shall be reviewed every three years as part of the Cyclical Review Program. Incumbent employees in positions reviewed in a fiscal year shall be notified of the review status prior to the end of the fiscal year in which the study is conducted.

D. Temporary Assignment of Duties Outside of Classification Work in a Higher Grade

The position classification process is not intended as a mechanism to reward or address employee performance. It is the responsibility of the supervisor to ensure staff is working within the parameters of the assigned budgeted classification.

An employee may temporarily be assigned higher, advanced level duties outside of the employee's class specification (grade). Compensation shall be 7.5 percent (7.5%) adjusted to the next higher step in the employee's current regular rate of pay and grade.

In all circumstances, temporary assignment of duties will be initiated in writing by the supervisor, detailing the reason for assigned additional duties, the specific duties to be assigned, as well as the amount of time per week spent in performing the duties, and the expected duration of the assignment. The Executive Administrator is responsible for obtaining prior approval for a temporary work assignment of additional higher level duties from the Chief Human Resources Officer or his/her designee.

Assignment may be for an initial duration not to exceed 30 work days and, based on operational needs, may be extended upon approval of the Chief Human Resources Officer.

E. Work in a Higher Classification (Range)

Employees performing assigned work in a classification range higher than the range of the employee's regular position shall receive compensation after performing work in the higher classification for more than 15 consecutive calendar days. After 15 consecutive calendar days, the employee will be covered by the applicable policy statement for that position. Employees may initiate a position review in accordance with Section IV. F. Such assignments are temporary and must be approved in advance by the employee's supervisor and the Executive Administrator.

Compensation for work out of classification shall begin on the sixteenth consecutive calendar day in the assignment and shall be retroactive to the first day of the assignment. The rate of pay shall be either a 7.5 percent (7.5%) increase in salary adjusted to the next higher step, subject to the maximum of the range, or Step 1 of the appropriate classification, whichever is greater.

Work in a higher classification assignment to cover for the temporary absence of an incumbent may continue until the incumbent returns. Assignments to fill a vacancy awaiting appointment are for an initial duration not to exceed three months and may be extended. Out-of-classification assignments shall be in full compliance with the College's Equal Opportunity/Affirmative Action Policy and shall count toward meeting the minimum qualifications of the position being temporarily filled.

F. Position Review

Should a classified exempt employee or the supervisor believe the duties and responsibilities of a position have permanently and subsequently change in scope and responsibility by at least 20 percent (20%) as a result of, but not limited to, process changes, reorganization of a work unit or consolidation of work unit duties, a formal request for position review may be initiated. Administrative supervisors may also request a position study when a position(s) have change as a result of an approved reorganization or restructuring of the work unit.

When a classified exempt employee's position is being considered for review, the Cyclical Review process shall be followed (see Section IV.C). Should a reclassification result from the review, salary placement shall be made in accordance with Section IV.B.8.

G. Continuous Operation Personnel

For the purpose of applying the provisions of this section, continuous operations shall be defined as operation for which there is regularly-scheduled employment for 24 hours a day, seven days a week.

H. Change of Status

In the course of any reorganization, which will result in an employee's change of status from exempt to non-exempt, or vice versa, the College will consider such elements as job performance, job content, special job-related skills, seniority, and overall ability of the employee to perform the job.

Section V. Leaves and Holidays

A. Holidays and Recesses

Employees shall be allowed the paid holidays and recesses listed below:

- Independence Day;
- Labor Day;
- Veterans Day;
- Thanksgiving and the Friday immediately following;
- Martin Luther King Jr. Day;
- Cesar Chavez Day* (one day floating between March 1 and March 31);
- Memorial Day.

*Cesar Chavez Day to be scheduled and taken with agreement of the employee's supervisor during the defined period. An employee may only be denied the opportunity to take the holiday due to College business. The denial must include written notification by the employee's administrative supervisor with a copy to the Chief Human Resources Officer. If the employee is denied the opportunity, the holiday will be paid out the first payday in May.

If a designated paid holiday falls on a Saturday, the College will observe said holiday on the Friday prior. If the holiday falls on a Sunday, the College will observe the paid holiday on the Monday immediately following.

Additionally employees shall be allowed the following paid recesses:

- Winter Recess begins at noon on December 24th and continues through the federally-observed New Year's Day Holiday of January 1st (seven days). In the event that December 24th falls on a weekend, the College will close for business at 12 noon the preceding Friday.
- Tucson Rodeo Recess is observed on the last Thursday and Friday of February as designated by Tucson Rodeo Administration.

Actual dates of observance can be found on the Human Resources website and the Academic Calendar.

The College holiday and recess schedule is developed around the standard Monday through Friday workweek. A full-time regular employee who works a regular scheduled 40-hour work week is compensated for 8.0 hours for the above holiday and recess days. If an employee's scheduled work week is less than 40 hours (but at least 30 hours per week), the holiday or recess time granted is prorated. An employee receives holiday and recess pay based on the normal accrual rate for his/her assigned position as shown below:

40-hour work week	=	8 hours holiday/recess pay
37.5-hour work week	=	7.5 hours holiday/recess pay
35-hour work week	=	7 hours holiday/recess pay
30-hour work week	=	6 hours holiday/recess pay

A full-time regular employee who works the holiday/recess day or works different days in a non-standard or a compressed work schedule will be afforded equivalent time off with pay, coordinated with and approved by his/her supervisor. For example, an employee regularly scheduled to work a four-day, 30-hour work week is entitled to holiday pay even if the holiday falls on a non-scheduled workday.

To be eligible for holiday/recess pay, an employee must have worked his/her last full workday and the employee's first scheduled work day after the holiday/recess or be on approved paid leave (with sufficient available leave to cover the entire day not being worked). An employee on an approved unpaid leave or unexcused absence of any portion the day prior to or after the holiday or recess is not eligible for holiday pay. When an employee retires on or before December 31, he/she is eligible for recess pay up to their final full day of work. Additionally, Winter Recess and Rodeo Recess may be flexed within the pay period subject to supervisor approval, or flexed within the current or following month the Recess Day occurs subject to Administrator approval, provided that the needs of the work unit and College are met.

B. Leaves

1. General Provisions

Please refer to the *Personnel Policy Statement for College Employees* for additional information on leave, including unpaid leaves and leave under the Family and Medical Leave Act (FMLA).

Leaves of absence (except sick leave, emergency leave, or medical leave) will require prior approval by the appropriate supervisor, or director/dean. In cases exceeding 30 calendar days, prior written notification to the Chief Human Resources Officer from the immediate supervisor shall be required. Employees shall submit a written request for leave of absence to their immediate supervisor, specifying dates and type of leave requested.

Each supervisor is responsible for ensuring that time/leave reports for his/her employee(s) are properly completed on a timely basis and submitted in accordance with deadlines established by the Employee Service Center (Payroll Office).

The Payroll and Human Resources Offices are responsible for maintaining accurate records of persons on leave of absence to ascertain which personnel are on paid status and benefits eligible.

2. Extension of Leaves

Employees are expected to return from vacations and leaves at the expiration of approved leaves.

In the event of unforeseen circumstances which require an extension of leave, employees must notify their supervisor (if not available, then the next level administrator in your area, then Human Resources/Employee Relations Office) prior to their scheduled date of return.

In the case of annual leave, up to five additional workdays may be approved (paid if accrual is sufficient, unpaid otherwise) by the supervisor. If the leave is an unpaid leave, the Chief Human Resources Officer must approve all extensions. Such extensions will normally be for five work days.

3. Resignation Without Notice

Failure to report to work on the scheduled date of return, failure to report to work for five consecutive workdays without notice, or failure to notify the College in accord with the above provisions will be considered resignation without notice. The College shall notify the employee of the dismissal action. The individual shall not be eligible for reemployment with the College or eligible for the sick leave payout program if he/she were otherwise eligible for the program. The College may approve the absence on an individual basis if due to circumstances beyond the employee's control.

C. Annual Leave

1. Accrual and Accumulation

The importance of the annual leave as a period of rest and relaxation is well recognized. Annual leave will accrue from the first day of employment, but may not be taken until after completion of the first three months of the employee's initial hire probation period.

Annual leave shall accrue at the rate of 24 days per year, awarded at the rate of 8.0 hours per pay period for 40-hour work week personnel the first two pay periods each month. For eligible exempt employees scheduled to work at least 30 hours per week but less than 40, leave accrual shall be prorated based on the number of hours worked per week.

Employees may accumulate up to the following maximum hours of annual leave, based on continuous service with the College:

- a.** Less than 10 years: maximum of 304 for 40-hour personnel (285 for benefit eligible personnel less than 40 hours)
- b.** Ten or more years: maximum of 320 for 40-hour personnel (300 hours for benefit eligible personnel less than 40 hours).

2. Requesting and Using Annual Leave

Under normal circumstances, annual leaves of more than two consecutive days (with the exception of emergency annual leave) will require a minimum of two weeks prior approval by the employee's supervisor who is also authorized to grant exceptions. The supervisor (or his/her designee) will respond, in writing, to the employee's written request for annual leave within three days of the receipt of such request. If the nature of the work makes it necessary to limit the number of employees on annual leave at the same time, the employee with the greater seniority shall be given her/his choice of annual leave in the event of any conflict with other employees.

Leave requests may be postponed by a supervisor when there is a compelling organizational interest. If the initial request is postponed, an alternative date(s) will be established in a timely manner to allow the employee to use their leave in a fashion as close as possible to the original request. However, if the employee's annual leave balance is within five days of his/her maximum limit; the employee will be granted the option to receive compensation according to Section C.4 (below). An employee's request for annual leave will not be denied arbitrarily or capriciously.

An approved holiday falling within the leave period is not counted as part of the leave. In case of illness or accident occurring before a scheduled leave begins, arrangements may be made to postpone the leave. If a physician-verified illness occurs during an employee's annual leave, the employee may utilize accrued sick leave for the period of illness in lieu of annual leave.

Calculation of time of service to determine when an employee becomes eligible for annual leave shall be only by the anniversary date of employment less time spent on a long-term unpaid leave of absence.

If a supervisor has approved a request for annual leave, the approval can only be rescinded due to legitimate work unit/College needs. Additional considerations shall be given in those instances where the employee stands to lose non-refundable deposits and/or funds. If a previously approved request for annual leave is rescinded, the employee will be able to immediately request a review of that decision by the Chief Human Resources Officer or designee.

3. Emergency Annual Leave

An employee may request of his/her supervisor emergency annual leave for a period up to three days per occasion for bona fide emergency situations. A bona fide emergency is an unforeseen event which requires either the immediate or within 24 hours attention of the employee and cannot be assigned by the employee to another individual. Approval of such requests shall not be unreasonably withheld. The College grants this leave as an expression of trust in its employees. Abuse of this clause is subject to disciplinary action.

4. Compensation for Denied Annual Leave

If an exempt employee's annual leave balance is within five days of his/her maximum limit and the supervisor denies the employee's leave request, the employee will receive compensation up to two weeks per fiscal year provided the following conditions are met:

- a.** the employee requested the annual leave in writing at least two weeks in advance; and the supervisor denied the annual leave in writing; and
- b.** a request for payment, including copies of the written request and denial, is submitted to the Payroll Office by the employee and the administrative supervisor.

The employee's annual leave balance will be reduced by the number of hours for which the employee was compensated.

5. Annual Leave and Separation from Employment

Upon separation from College employment or upon transfer, promotion, or reassignment to a position as a regular assignment in which the employee is ineligible for annual leave accrual, the employee shall be compensated for accumulated annual leave in the form of a lump sum payment.

Upon separation from employment, employees may not extend the annual leave beyond the last day worked.

6. Emergency Payout of Annual Leave

Employees who have an emergency need to access additional financial resources may request payment of up to two weeks, in one-week increments (1 or 2 weeks), of accrued annual leave per fiscal year if they meet the following criteria:

- a.** Employee must have completed his/her initial hire probation to make use of this provision.
- b.** Employee has determined that he/she has an emergency resource need that may include, but is not limited to the following:
 - i.** Loss of household income;
 - ii.** Emergency medical expenses;
 - iii.** Funeral expenses;
 - iv.** Impending eviction or foreclosure;
 - v.** Other extraordinary expenses.
- c.** The employee will be the sole determinant of his/her emergency need. Inappropriate use is governed by the Code of Conduct and Standards of Behavior for Employees.

- d. Employees will request payout of leave for emergencies by completing the Emergency Leave Payout form. Once completed, the form is submitted directly to the Employee Service Center (ESC) for processing.
- e. Once received, the ESC confirms the employee meets the following criteria:
 - i. Employee has passed applicable probationary period.
 - ii. Employee has accrued enough to fund the payout and retain the minimum leave balance indicated in this section.
- f. At completion of the payout process, the ESC will send a completion/information email to the employee.
- g. An employee may request up to 80 hours per fiscal year of annual leave buyout. The request can be made in one or two-week increments providing the remaining leave balance after the buyout is at least 40 hours.

An Employee who has exhausted this benefit, or is not otherwise eligible, may consider borrowing against his/her 403B account. More information about this opportunity is available in the ESC.

Employees should be aware that there are tax consequences for payouts of Annual Leave, and should contact the Employee Service Center with any questions.

Eligibility and use of this emergency pay out provision will be determined on a fiscal year basis. In the event an employee makes use of this provision and his/her leave balance is subsequently exhausted, the employee will be ineligible to receive donated leave until his/her unpaid leave status exceeds the number of weeks paid under this provision or until a new fiscal year commences.

D. Sick Leave

1. Purposes and Use

Earned paid sick time shall be provided to all employees for use in the following circumstances:

- a. An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care;
- b. Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive medical care;

- c Closure of the employee's place of business by order of a public official due to a public health emergency or an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency, or care for oneself or a family member when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or family member's presence in the community may jeopardize the health of others because of his or her exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease; or

- d Notwithstanding section 13-4439, Arizona Revised Statutes, absence necessary due to domestic violence, sexual violence, abuse or stalking, provided the leave is to allow the employee to obtain for the employee or the employee's family member:
 - i. Medical attention needed to recover from physical or psychological injury or disability caused by domestic violence, sexual violence, abuse or stalking;
 - ii. Services from a domestic violence or sexual violence program or victim services organization;
 - iii. Psychological or other counseling;
 - iv. Relocation or taking steps to secure an existing home due to the domestic violence, sexual violence, abuse or stalking; or
 - v. Legal services, including but not limited to preparing for or participating in any civil or criminal legal proceeding related to or resulting from the domestic violence, sexual violence, abuse or stalking.

The use of sick leave for a domestic partner requires a signed declaration of domestic partnership by the employee and domestic partner to be on file in the employee's benefit file prior to or at the time of use of this benefit. Refer to Employee Service Center/ Benefits Office or on the Intranet; Employee Service Center; Benefits link for Domestic Partner Affidavit form.

For use of sick leave and/or sick leave qualifying under the Family and Medical Leave Act (FMLA), please refer to College policy in the Personnel Policy Statement for College Employees.

2. Accrual and Accumulation

The College shall credit each full-time, regular employee with 4.0 hours sick leave for 40-hour work week personnel each full pay period worked. For eligible employees scheduled to work at least 30 hours per week but less than 40, leave accrual shall be prorated based on the number of hours worked per week. Forty (40) hour employees may accumulate a maximum of 1440 hours (1350 hours for benefit eligible personnel less than 40 hours) of sick leave. Accumulation shall begin once the total number of hours falls below 1440 (1350) and may accumulate to no more than 1440 (1350) hours.

Sick leave will accrue from the first day of full-time regular employment and may be taken when available as accrued.

3. Requesting and Using Sick Leave

Employees must notify their supervisor no later than the start of their regularly assigned shift when they are unable to report for work due to illness. Employees will provide sufficient notice to the supervisor of a scheduled medical or dental appointment(s). The employee must notify the supervisor at least once a week during the absence for short-term illness (10 workdays or less).

In the event the leave is an unpaid medical leave (a leave for medical reasons which extends beyond an employee's sick leave and annual leave accrual), the employee (or her/his designee) must keep the College informed of her/his ability to return to work and probable return date every five work days, during the first 60 days of absence due to illness and every month thereafter.

The employee's supervisor may request medical certification stating the employee was incapable of working and is not fit to resume work after three consecutive days of absence. If the cause of such absence does not require the services of a physician, a written statement signed by the employee, setting forth the reason for the absence, may be required by the employee's supervisor. The employee's supervisor may request medical certification stating the employee was incapable of working for less than three days of absence if there is a pattern of sick leave use without supporting medical certification.

If it is anticipated that the sick leave will extend beyond five workdays, the supervisor should notify the Employee Service Center / Benefits Office.

In instances where an employee has exhausted available sick leave, the employee's annual leave will be converted to sick leave. The employee shall accurately submit the leave usage, or unpaid leave, on his/her time/leave report.

A physician's certification that the employee may return to work shall be required for all medically related leaves of absence exceeding 10 work days.

4. Transfer of Sick Leave to Annual Leave

In order to discourage an excessive use of sick leave, employees may transfer up to 40 hours of sick leave once a year during the month of June. If the employee's regularly scheduled work week is less than 40 hours, the transfer of sick leave to annual leave is prorated accordingly. Transfer may be made as follows:

Hours of Sick Leave Used	Maximum Hours to Transfer
0-16	40
24	32

32
40
48

24
16
8

Transfers can only be initiated at employee's written request to the Employee Service Center within the month of June.

To be eligible an employee must be full-time regular and have passed initial hire probation at time of request.

Warning to employees: The 60-day waiting period for Short-Term Disability must be bridged by accumulated sick leave and annual leave for the employee to be on paid medical leave, which continues the College's payment of the employee's medical premiums.

Upon separation from employment, employees may not extend sick leave beyond the last day worked.

Section VI. Professional Development, Educational Enrichment and Paid Educational Leave Programs

A. Purpose and Funding

The purpose of these programs is to provide a comprehensive and integrated program whereby eligible exempt employees have access to resources for job related professional development and/or educational growth development and enrichment. The positions of the Classified Exempt Staff at the College are dynamic, demanding and rewarding, and necessitate that Classified Exempt Staff members take time for professional growth to enhance their skills and knowledge.(Reference: Intranet; College Forms; Human Resources)

Professional development encompasses formal and informal learning opportunities and resources, and benefits employees through the acquisition of knowledge, skills and abilities related to their field of employment for individual improvement and career advancement.

Beginning each fiscal year, Pima Community College reserves no less than \$100,000 annually for regular employees in Classified Exempt positions. Any unused balance remains in the fund and carries forward to the next fiscal year. Separate from the fund for Professional Development and Educational Enrichment, the College reserves funding each fiscal year for a minimum of 12 months Paid Educational Leave.

Funding approval does not constitute administrative approval for employee travel or professional development.

1. Professional Development

- a.** Source of funds: Professional Development and Educational Enrichment fund.
- b.** Professional development funds may be used for travel and other expenses related to professional development.

2. Educational Enrichment

- a.** Source of funds: Professional Development and Educational Enrichment fund.
- b.** Educational enrichment funds may be used for tuition, books, and fees leading to a degree, certification, or license not already held by the employee.

3. Paid Educational Leave

- a.** Source of funds: College reserves for Paid Educational Leave.
- b.** The Paid Educational Leave program shall be funded for 12 months per fiscal year.

- c. The intent of the program is to fund the final semester or term of a degree or certificate program for an exempt staff member. A degree or certificate from an accredited institution must be attained at the end of the leave.
- d. Paid Educational Leave funds may be used to complete a Bachelor, Master or Doctoral Degree from an accredited institution or a certification recognized by the industry or a professional organization.
- e. Since the intent of paid educational leave is to provide time away to focus on education, the employee approved for this leave may not work in any capacity for the College during this time.

4. Annual Professional Development Peer Group Training Retreat

The College's Office of Organizational Effectiveness and Development shall be the funding sponsor and work in partnership with the Exempt Professional Development Working Group in soliciting training ideas/needs and selecting the activity or activities for the annual retreat.

B. Roles and Responsibilities of the Exempt Professional Development Work Group

The Association of Classified Exempt Staff (ACES) shall administer the Exempt Professional Development (EPD) Work Group, which shall be co-chaired by the ACES Treasurer and an ACES Member-at-Large. The co-chairs shall preside at all meetings.

1. The Work Group shall be composed of representatives from the Exempt staff, with a concerted effort made to secure representation from each of the College Campuses and Learning Centers.
2. The Director of Organizational Effectiveness and Development or their delegate will be a standing member of the Exempt Professional Development Work Group.
3. For the purpose of timely and expedient review of submitted requests for the Professional Development Program, the EPD Work Group will review all requests.
 - a. A Work Group co-chair and a minimum of two Work Group members must review each application for approval/disapproval.
 - b. In those instances where no unanimous agreement is reached as to approval or disapproval of a specific request, majority vote shall rule.
 - c. In the case where the request is disapproved, the requestor may appeal to the Chief Human Resources Officer or her/his designee.
 - i. Appeals must be submitted within two weeks of the date of emailed notification.

- ii. The decision of the Chief Human Resources Officer or his/her designee is final and binding.

C. Professional Development and Educational Enrichment

1. Eligibility

- a.** Professional Development and Educational Enrichment program opportunities apply and are available to Regular Classified Exempt employees who:
 - i. Have completed their initial hire probation period and are employed in an Exempt position.
 - ii. Are working in an Acting Assignment, with a designated Exempt home position.
 - iii. Have received the supervisor's signature as confirmation that no disciplinary action or probationary status impacts the processing of the Professional Development application.
- b.** Professional Development funds may not be used for:
 - i. Electronic devices and equipment including, but not limited to, computers, tablets, phones, or cell phones.
 - ii. Items that are more appropriately purchased by the department as determined by the Exempt Professional Development Work Group.
 - iii. Training, materials, or equipment that an employee is required to have to perform the job duties.
- c.** Software purchases for Professional Development activities are eligible for reimbursement through the Exempt Professional Development fund and cannot be placed or used on a College computer, and may not be installed or maintained by College staff, including IT staff, as part of their regularly assigned work duties.
- d.** Education reimbursements are limited to tuition, fees, and books, and do not include any costs associated with financing or payment plans.
 - i. A minimum grade of "C" (or "P" in the case where the course/class was taken for Pass/Fail) is required for each class eligible for reimbursement.
 - ii. Grants and scholarships received by applicants must be disclosed on the application. No award will be granted for amounts paid by grants or scholarships.

2. Application Process for Professional Development and Educational Enrichment Funds

Application forms and instructions can be found on the College Intranet. Completed application and materials must be submitted to the Exempt Professional Development Working Group for review and award determination. To ensure equal access to the Professional Development and Educational Enrichment Fund monies throughout the entire fiscal year, the Exempt Professional Development Working Group will monitor use monthly.

- a.** Professional Development and Enrichment Fund may provide up to \$2,000 for eligible Classified Exempt employee's use over each fiscal year until the fund balance is exhausted.
 - i.** Requestor completes the Fund Request for Classified Exempt Staff form, including his/her Position FOAP, and garners all required signatures. Forms are available on the College Intranet => College Forms => Human Resources.
 - ii.** Requestor forwards the fully completed and signed original Fund Request form with copies of required attachments to the Work Group Co-Chair indicated on the form.
- b.** Funds awarded pursuant to this policy should be disclosed on any application for Federal financial aid or to the relevant financial aid office as estimated financial assistance or as a resource related to financial need. Proper disclosure is the obligation of the employee.
- c.** Employee's eligibility for Educational Enrichment funding will be impacted by the receipt of financial aid in the form of grants and/or scholarships. Applicants are requested to self-disclose information regarding the receipt of these alternate funding sources on their application.
- d.** A list of required supporting documentation is included with each application.

Employees should consult with a tax professional regarding the treatment of educational expenses that are reimbursed through this program.

3. Awarding Process for Professional Development and Educational Enrichment Funds

- a.** Funding for requests will be awarded based on the following criteria:
 - i.** First time recipients will receive first priority.
 - ii.** Applicants who are prior recipients, and who did not receive funding in the prior fiscal year will receive second priority.
 - iii.** Applicants who received funding in the prior fiscal year will receive third priority.
 - iv.** If, at any one of these funding priority levels, there are not enough monies to award to all applicants within the level, the requests in this level will be reviewed

in a randomized manner to be approved by the standing member from Organizational Effectiveness and Development. Subsequent levels of priority will be randomized within the level of priority.

- b. The Work Group will award requests until funding is depleted for the fiscal year.
- c. This process applies to requests received and reviewed by the Work Group in July. In subsequent months approved requests will be awarded or added to the bottom of the waiting list in the order in which they were received.
- d. All reimbursement requests for professional development and/or formal educational enrichment expenses must be during the fiscal year in which the activity occurred.
- e. NO TRANSFER, loan, gift, etc. in part or in full of any eligible Classified Exempt employee's award of Professional Development funds is permitted.
- f. All non-travel award payments are made on a reimbursement basis only. Upon receiving an acceptable receipt and supporting documentation from an employee with an approved award, the Work Group Co-Chair will follow the appropriate College procedure for reimbursing the employee.

D. Paid Educational Leave

1. Paid Educational Leave Program opportunities apply to all regular Classified Exempt employees who have completed their initial hire probation period and who:
 - a. have been a full time employee for a minimum of five(5) years;
 - b. have not already received 12 months of paid educational leave; and
 - c. have not already received paid educational leave for the degree sought.
2. The Paid Educational Leave program may provide up to four (4) months of paid educational leave per employee, per degree, not to exceed 12 months in total per employee during their employment with the College.
3. Application and Awarding Process
 - a. Application forms and instructions can be found on the College intranet.
 - b. Each applicant is required to submit a fully completed and signed request that includes signatures from the applicant and their Campus President or Executive Administrator.
 - c. Applicant must demonstrate the relationship of the degree to his or her current employment, or future career goal with the College.

- d.** Applicant must provide evidence that the stated degree program can be completed at an accredited institution during the time of the leave, which will not exceed four months.
- e.** Criteria selection will include, and not be limited to:
 - i. employee eligibility for program.
 - ii. prior receipt of paid educational leave.
 - iii. date of receipt of the initial completed application form.
 - iv. availability of the paid educational leave time.
 - v. applicant's past academic performance.
- f.** The Exempt Professional Development Work Group shall review the application for completeness and supporting documentation.
- g.** In the event two (2) or more applicants are deemed by the Work Group to be equal in qualifications but the time or funding provided by the College for the program is inadequate, the final determination may be based upon personal interviews.

4. Recipient Notification Requirements

- a.** Within 30 day of the semester/term start date the employee must provide to OED, or the Human Resources designee, written notification and verification of enrollment. Failure to comply with this provision will result in the suspension of the employee's salary.
- b.** If the recipient is unable to complete the stated degree program because of an accident or illness, the employee will be removed from Paid Educational Leave status, Human Resources will work with the employee to identify forms of eligible leave so that the employee will continue to receive benefits as appropriate.
- c.** Failure on the part of the recipient to complete his/her degree, make the agreed upon progress during the granted leave, or to return to work at the College for the required period after the granted and exercised leave will result in the following action:
 - i. Human Resources will conduct an investigation and, based on the findings, determine the appropriate action to be taken which may include:
 - 1) recipient to repay the college the cost of salary and benefits provided during the leave period;

- 2) requirement to utilize an alternative form of leave during the leave period; or
 - 3) other disciplinary actions indicated in the Personnel Policy Statement.
- ii. Human Resources will notify the Exempt Professional Development Work Group of the successful and unsuccessful completions of Paid Educational Leave.
 - iii. Human Resources will not provide any additional details to the Work Group regarding whether or not disciplinary action was taken.

5. Compensation and Return to Work Requirements

- a.** Employees granted a paid educational leave will continue to receive compensation and all current benefits including:
 - i. Full pay in accordance with the normal pay periods and procedures;
 - ii. Medical, dental and other benefits;
 - iii. Normal progression on the salary scale;
 - iv. Continued vacation and sick leave accrual;
 - v. Continued accumulation of employment time for purposes of state retirement and College recognition.
- b.** The following provisions shall govern upon an Exempt employee's return to work from Paid Educational Leave:
 - i. The employee is obligated to return to work as a Classifieds Exempt Employee. Upon completion of educational leave, the employee will return to:
 - 1) His/her home position; or
 - 2) A position of equal grade and step with similar job requirements; or
 - 3) A position agreed upon prior to the beginning of the leave.
 - ii. The determination of any change in position shall be the responsibility of the appropriate College Administrator working with the Human Resources department and in consultation with the employee prior to the Educational Leave, or as soon as a determination has been made.
 - iii. The employee shall return and work for the College an equal amount of time for which they were granted leave.

- iv. This shall not prevent the employee from applying for other employment opportunities within the College.
- v. In the event that a change in terms and conditions of employment occurs while the employee is on educational leave, the employee will be subject to the same terms and conditions as other employees.

E. Administration and Reporting

Whereas, the Chief Human Resources Officer and his/her designee provide administrative oversight of the Professional Development and Educational Enrichment Program, the Exempt Professional Development Working Group is charged to:

1. Develop program guidelines including implementation, report content, methodologies, and application/processing forms for review by the ACES Board of Directors. Guidelines and forms approved by the ACES Board of Directors are submitted to the Chief Human Resources Officer or his/her designee for review and approval. Guidelines and forms approved by both reviewing bodies are authorized for implementation. The Chief Human Resources Officer or his/her designee shall have final authority for awarding of funds, guidelines and program implementation.
2. Submit a financial report in July of each fiscal year on program activities and monies expended for the previous fiscal year to the Chief Human Resources Officer or his/her designee with a copy to the Executive Vice Chancellor for Finance and Administration. The report shall include the following information:
 - a. Name of awardee
 - b. Type of award (Professional Development or Education)
 - c. Award amount
 - d. Beginning fund balance
 - e. Total dollar utilization
 - f. Ending fund balance
 - g. Total utilization for the fiscal year
3. Reimbursement for education benefits shall be processed in accordance with College Policies and Procedures.
4. Reimbursement for education benefits shall be processed in accordance with College Policies and Procedures.

F. Career Development

1. The College provides all personnel with appropriate opportunities for continued professional development, consistent with the institutional mission and based on identified teaching and learning needs. Exempt personnel are highly encouraged to keep current with new methods, processes and technology and embrace a practice of continual

professional learning and improvement. Suggestions for professional development are welcomed.

2. Mandated training required by the College shall be expensed from departmental budgets and not through this program. A department decision to approve professional development funding for an employee should not assume approval of the request for individual professional development, educational enrichment or paid educational leave program.

Section VII. Association

A. Definition of Association

The employee group to which these policies are applicable shall be comprised of all regular full-time Classified Employees (Exempt) in positions. The term exempt employees' means employees whose positions meet specific tests established by the Fair Labor Standards Act and who are exempt from overtime pay requirements.

The employee group shall include the job classifications set forth in this statement.

B. Association and Representative Rights

The Association representative shall be permitted access to the work area at reasonable times during regular work hours for the purpose of contacting individual members concerning Association business only. 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.

No harassment or disparate treatment will be tolerated against an ACES member because of his/her membership in the employee representative group, or participation in the legitimate business and/or activities of the employee representative group. Concerns under this provision will be forwarded to the Chief Human Resources Officer or his/her designee.

C. Employer Provisions of Information

The College will provide to the Association the following information:

1. On a quarterly basis, a list of the classified exempt employees including:
 - a. Name;
 - b. Position/Title/Position Control Number; and
 - c. An indicator of exempt employees currently paying ACES dues through payroll deductions.
2. Copies of Governing Board materials for public meetings.
3. Notification of the existence of all grievances filed by classified exempt employees.
4. As requested, a seniority list of classified exempt employees indicating the employee's date of employment at the College.
5. As requested, a report of classified exempt position titles and ranges.

6. 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 Association President.

D. Bulletin Boards

The College agrees to provide bulletin board space for posting official notices pertaining to business of the Association.

E. ACES' Use of College Resources

Upon written request and with reasonable notice, the College shall make available to the Classified Exempt Representative Group (ACES) an appropriate room for meetings, so long as ACES' use neither interferes nor conflicts with the official scheduled operations of the College.

ACES representatives may use College office equipment and copy machines and audio-visual equipment (e.g., slide and film projectors, opaque and screens), when such equipment is not otherwise in use to distribute notices of meetings and agenda. ACES shall furnish its own consumable supplies and pay any costs for printing and copying.

ACES may use the College mail services and exempt staff mail boxes for internally generated communications to exempt staff members, but it shall pay its own United States postage costs.

ACES board members shall be permitted to receive telephone calls, faxes and e-mails in their offices from ACES agents, members and/or representatives provided that it does not interfere with employees' job responsibilities and the operation of the College.

F. Communication

Representatives of the College and representatives of the Association of Classified Exempt Staff (ACES) may meet once each fiscal quarter, if requested by either party, to discuss matters related to provisions of the policies. Such meetings shall be during non-working hours if required by the Association or management.

Other meetings between said representatives to discuss these policies may take place at mutually agreed-upon times.

It is understood that the purpose of these meetings is to enhance communication between the College and exempt employees.

Such meetings and arrangements for meeting places shall be mutually agreed upon by the Association and the College.

G. Reconvening

In the event employees and/or their Association and/or the College desire to reconvene the “Meet and Confer” process, either party shall serve upon the other, not later than the third week of January, its written request to reconvene, as well as a submission of issues, which shall be presented not later than the second week of February. Upon receipt of such notice and upon approval of the request, the “Meet and Confer” process shall begin no later than the first week of March.

Appendix A: Job Titles 2017/2018

Series Title	Classification Title	Range
Administrative Support	Special Assistant	C42
	Executive Assistant	C44
Assessment	Learning Center Coordinator	C42
Business Systems	Business Systems Analyst	C42
	Business Systems Advanced Analyst	C43
	Business Systems Principal Analyst	C44
	Business Systems Manager	C52
Curriculum	Curriculum Coordinator	C42
Director	Director Administrative Services	D63
	Director	D61, D62,D63
Facilities	Facilities and Operations Manager	C44
	Facilities and Operations Superintendent	C52
	Transportation/Support Services Manager	C44
	Facilities Project Manager	C44
Fiscal	Fiscal Analyst	C42
	Fiscal Advanced Analyst	C43
	Fiscal Supervisor	C43
	Fiscal Principal Analyst	C44
Community & Government Relations	Community & Government Relations Advanced Analyst	C43
Health and Safety	Environmental Program Coordinator	C42
Human Resources	Human Resources Analyst	C42
	Human Resources Advanced Analyst	C43
Information Technology-Professional	Information Technology Analyst	C42
	Information Technology Advanced Analyst	C43
	Information Technology Principal Analyst	C44
	Information Technology Supervisor	C43
	Information Technology Manager	C51
	Information Technology Systems Architect	C45
Instructor	Instructor	C41
Instructional Designer	Instructional Designer	C43

Library-Professional	District Library Database Manager	C42
Marketing and Communications	Marketing and Communications Coordinator	C42
	Marketing and Communications Manager	C51
	Marketing and Communications Advanced Program Manager	C52
Media Support	Media Designer	C41
Production Theater	Center for the Arts Manager	C51
Production	Producer/Director	C41
	Advanced Producer/Director	C42
Program Coordination	Program Coordinator	C41
	Advanced Program Coordinator	C42
	Assistant Program Manager	C43
	Program Manager	C51
	Advanced Program Manager	C52
Program Specialist	Program Specialist	C43
Public Safety	Police Commander	C45
Research	Research Analyst	C42
	Research Advanced Analyst	C43
	Research Project Manager	C44
Student Services	Student Services Advisor	C42
	Student Services Coordinator	C43
	Student Services Manager	C51

Appendix B: Classified Exempt Salary Schedules

FY2017/2018

Exempt Classified Staff (XE)

Grade

Step	C41	C42	C43	C44	C45	C51	C52	D61	D62	D63
1	\$45,575	\$51,643	\$57,716	\$65,319	\$74,432	\$65,319	\$74,432	\$82,034	\$88,103	\$94,174
2	\$46,713	\$52,934	\$59,158	\$66,953	\$76,292	\$66,953	\$76,292	\$84,085	\$90,307	\$96,528
3	\$47,881	\$54,257	\$60,636	\$68,626	\$78,200	\$68,626	\$78,200	\$86,187	\$92,565	\$98,942
4	\$49,078	\$55,612	\$62,152	\$70,342	\$80,155	\$70,342	\$80,155	\$88,342	\$94,878	\$101,415
5	\$50,306	\$57,004	\$63,707	\$72,101	\$82,158	\$72,101	\$82,158	\$90,551	\$97,250	\$103,950
6	\$51,563	\$58,428	\$65,300	\$73,903	\$84,213	\$73,903	\$84,213	\$92,814	\$99,680	\$106,550
7	\$52,852	\$59,889	\$66,931	\$75,750	\$86,318	\$75,750	\$86,318	\$95,134	\$102,172	\$109,214
8	\$54,173	\$61,387	\$68,605	\$77,644	\$88,477	\$77,644	\$88,477	\$97,512	\$104,726	\$111,945
9	\$55,526	\$62,922	\$70,319	\$79,585	\$90,688	\$79,585	\$90,688	\$99,949	\$107,345	\$114,743
10	\$56,914	\$64,493	\$72,077	\$81,575	\$92,956	\$81,575	\$92,956	\$102,448	\$110,029	\$117,613
11	\$58,337	\$66,105	\$73,879	\$83,613	\$95,280	\$83,613	\$95,280	\$105,009	\$112,779	\$120,551
12	\$59,796	\$67,758	\$75,726	\$85,704	\$97,661	\$85,704	\$97,661	\$107,634	\$115,597	\$123,566
13	\$61,291	\$69,452	\$77,620	\$87,848	\$100,103	\$87,848	\$100,103	\$110,326	\$118,487	\$126,655
14	\$62,823	\$71,189	\$79,559	\$90,043	\$102,606	\$90,043	\$102,606	\$113,084	\$121,451	\$129,821
15	\$64,394	\$72,969	\$81,549	\$92,296	\$105,171	\$92,296	\$105,171	\$115,911	\$124,487	\$133,069
16	\$66,004	\$74,792	\$83,588	\$94,601	\$107,799	\$94,601	\$107,799	\$118,808	\$127,599	\$136,396

Exempt Classified Nursing Staff - 40 Hour Work Week (NI/NS)

Grade		
Step	C41 (NI)	C42 (NS)
1	\$ 69,184	\$ 78,400
2	\$ 70,914	\$ 80,360
3	\$ 72,687	\$ 82,371
4	\$ 74,504	\$ 84,431
5	\$ 76,366	\$ 86,541
6	\$ 78,276	\$ 88,704
7	\$ 80,232	\$ 90,922
8	\$ 82,239	\$ 93,195
9	\$ 84,296	\$ 95,525
10	\$ 86,404	\$ 97,913
11	\$ 88,563	\$ 100,361
12	\$ 90,777	\$ 102,870
13	\$ 93,047	\$ 105,443
14	\$ 95,373	\$ 108,079
15	\$ 97,757	\$ 110,781
16	\$ 100,201	\$ 113,551

Appendix C: Lead Assignments

Process: The immediate supervisor identifies the need for a position to perform additional lead duties with a higher level of accountability and responsibility. A written request is submitted to the Chief Human Resources Officer stating the assignment need, job requirements, staffing, and the additional duties to be performed. The Chief Human Resources Officer or his/her designee will approve the need for the lead assignment.

All regular classified exempt employees must be advised of and offered the opportunity to express interest in lead assignments within the work unit. Should more than one employee express interest and have the requisite qualifications to successfully accomplish the purpose and goals of the assignment, the supervisor will work with the Human Resources department to design an appropriate selection process. In the event that two or more employees are deemed to qualify, selection will be in order of seniority. If no employee within the work unit expresses interest, the supervisor shall select a qualified employee by direct appointment.

Definition of lead work: regularly assigned to perform limited supervisory functions over two or more full-time employees* at the same grade (band) level or performs significant lead duties in addition to the journey level (fully qualified) tasks of the assigned classification, such as:

1. assigning, scheduling or reviewing work, providing regular guidance and direction, and conducting training of assigned staff, or
2. functioning as the most technically skilled member of the work unit, with significantly higher level responsibilities for conducting and ensuring on-going quality control of team members work, or
3. project lead responsibilities involving the coordination and oversight of activities of a major project/program implementation.

*The formula used to calculate two or more full-time employees is: Total number of hours worked within the work unit divided by the annual required hours of accountability (Ex. 2080 hours) = Full time employee count.

Employees in classifications defined primarily as supervisory or lead are not eligible for additional lead compensation.

Appendix D: Working Group for the Continuous Improvement of the Classified Exempt Performance Evaluation

A working group will be convened by Human Resources to ensure the continuous improvement of the classified exempt evaluation instrument and process. Elements to be reviewed include but are not limited to: evaluation at the end of the probation period; evaluation and a performance development plan to extend the probation period; step progression; and mandatory training on utilizing the evaluation tool. The working group will include Human Resources and classified exempt personnel. Classified exempt personnel representation will include ACES Leadership other appointed exempt representatives. Any recommendations will be forwarded to Human Resources and ACES.

Appendix E: Exempt Staff Step Progression Plan and Criteria

Effective July 1, 2005

Revised July 1, 2007

For the 2015/2016 fiscal year, and until further notice, the step progression system is suspended and will be replaced by a new system once one is developed.

A. BACKGROUND

In April 2004, the Board of Governors directed Employee Groups to develop criteria for future step increases for their constituent groups. The Exempt Staff Step Criteria Committee had developed draft criteria in the fall of 2003 and through the Meet and Confer process subsequently revised the criteria to include a plan and process for implementation. The process to apply for and receive, or be denied, step advancement is the same for all levels and types of full time regular exempt staff.

In formulating the step advancement criteria, it was discussed that the criteria be achievable and attainable within a fiscal year, verifiable, progressive or distinguishable from past years, relevant to the job and/or career, requires energy and effort from the employee and is distinguishable to that employee.

B. PURPOSE

In the spirit of the College Mission “to develop our community through learning,” exempt staff recognizes that both the individual and organization benefits through continued professional development and personal growth. The Step Progression Plan is a voluntary, employee-elected means to a monetary reward based on established criteria.

C. PROCESS FOR STEP ADVANCEMENT

Threshold Test – Employee must meet the following to be eligible:

1. Be a classified exempt employee at the time of submission of the plan. (For the purpose of this plan, a classified, full time exempt employee is defined as an employee who is working in a position/FTE which is authorized and budgeted as regular.)
2. Initial hire probationary period has been satisfied prior to plan completion.
3. No Disciplinary Action at the time of plan submittal or that occurs during the plan year.
4. Not subject to Second Corrective Action Plan, in accordance with Section V., G., 2. of the Personnel Policy Statement for College Employees at the time of plan submittal or occurs during the plan year.

D. SUBMISSION OF STEP PROGRESSION PLAN

1. Employee completes the Step Progression Plan (SPP), identifying the specific objectives and/or activities to be accomplished after April 16. The SPP time period will be from April 16 to April 15 of the next year to accommodate Budget Development. To the extent possible, the plan will include target completion dates of the activities as well as expected outcomes. Activities which are not accomplished in one fiscal year may be carried forward into future fiscal year's SPPs.
2. Initial hire probationary period has been satisfied prior to plan completion.
3. This plan will be submitted to the appropriate supervisor within the employee's work unit. **The initial SPP may be submitted at any time between April 16 and October 31** (see SPECIAL CIRCUMSTANCES). Exempt employees hired after September 4 have 60 calendar days from date of hire to submit a plan for a step increase.

The supervisor meets with the employee to discuss the SPP. The plan is either authorized or is returned to the employee for additional detail or rework and must be resubmitted; however, the SPP should be recognized by the supervisor as an individual enrichment plan for the employee. A plan should benefit the organization and be a collaborative effort of the employee and supervisor. It is the responsibility of the supervisor or designee to notify the employee of the acceptance, or rejection, of the SPP in writing within 15 working days of plan submission. The employee will be notified in writing by hardcopy or e-mail within 15 working days by the administrative supervisor or designee if the completed SPP is approved or rejected. If it is rejected, reasons will be provided in writing by the rejecting authority. A lack of notification by the stated deadline automatically results in the approval of the SPP. If plan is rejected by the supervisor, the employee may appeal (see APPEALS). If the employee has further questions regarding the nature of the rejection, the employee may contact the Chief Human Resources Officer for resolution.

4. The supervisor signs the SPP and forwards it to administrative supervisor in the employee's work unit for approval. It is the responsibility of the administrative supervisor or designee to notify the employee of the acceptance or rejection of the SPP, in writing within 15 working days of receiving the plan. The employee will be notified in writing by hardcopy or e-mail within 15 working days by the administrative supervisor or designee if the completed SPP is approved or rejected. If it is rejected, reasons will be provided in writing by the rejecting authority. A lack of notification by the stated deadline automatically results in the approval of the SPP. If plan is rejected by the administrative supervisor, the employee may appeal (see APPEALS). If the employee has further questions regarding the nature of the rejection, the employee may contact the Chief Human Resources Officer for resolution.
5. The original signed and authorized SPP is to be filed in the office of the administrative supervisor and a copy of the SPP is given to the employee.

6. An employee may modify a SPP at any time during the year if the modification to the SPP is approved by the supervisor and then authorized by the administrative supervisor (applying the same timeline and procedure as stated in above). Supervisors may not require a modification of an approved SPP. An original of the modified SPP is to be filed in the office of the administrative supervisor; a copy of the modified SPP is given to the employee, and a copy sent to the Chief Human Resources Officer's office.

E. COMPLETION OF SPP

1. Upon completion of the SPP, the employee submits a memorandum summarizing completed activities, a copy of the original or modified SPP and supporting documentation to the supervisor. This information must be **submitted by April 15**. Completed SPPs may be submitted earlier than April 15. Plans submitted after the deadline are ineligible for consideration unless there are special circumstances (see SPECIAL CIRCUMSTANCES). Both the supervisor and the administrator will evaluate the completed SPP and supporting documentation within 15 working days of submission. The employee will be notified in writing by hardcopy or e-mail within the 15 working days by the administrative supervisor or designee if the completed SPP is approved or rejected. If it is rejected, reasons will be provided in writing by the rejecting authority.
2. A lack of notification by the stated deadline automatically results in the approval of the SPP.
3. If the completed SPP is rejected, the employee may appeal that decision to the Step Progression Appeals Committee (see APPEALS).
4. Employees who have successfully completed and have an SPP approved will receive step advancement on the salary schedule in the first pay period of the next fiscal year. This step advancement is subject to Board of Governors' approval and funding. If funding is not available, the step advancement will roll over to the next fiscal year.
5. The administrative supervisor or designee is responsible for informing Human Resources of exempt employees who have been authorized for step advancement. Notification shall be done with a report showing the employee's legal first and last names and employee ID number accompanied by a copy of the completed SPP and supporting documentation verifying completion. The report is to be submitted to Human Resources by May 15.
6. While professional and personal growth of all employees is encouraged, employees who are at (or above) the maximum step of the pay grade for their classification, are not eligible for any additional step increases.

F. APPEALS

1. An employee who is not approved for either a SPP (plan submission or modification) or a step increase (SPP completion) may appeal the decision to the Step Progression

Committee, within 15 working days of written notification. An employee who is requesting an exception under special circumstances may make this appeal to the Step Progression Committee.

2. The notification of appeal will include a written response to the rejection explaining why the rejection is inappropriate or why a special circumstance exists. Copies of the SPP and/or supporting documentation must be submitted to the Step Progression Committee.
3. The Step Progression Committee will review the materials and, if needed, schedule a time for the employee and the administrative supervisor to meet with the Step Progression Committee to answer questions.
4. The Step Progression Committee will have 15 working days to review the appeal from the date submitted and to make a written recommendation to the Chief Human Resources Officer.
5. The Chief Human Resources Officer will have 15 working days to review all written materials, meet with any of the involved parties if needed, and make a final determination in writing to all parties.

G. STEP PROGRESSION COMMITTEE MEMBERSHIP AND TERMS

1. This committee should represent the district and campuses and reflect the breadth of departments in the institution.
2. The ACES Board will appoint five exempt employees to the Committee membership, at least one of whom is not an ACES member.
3. One administrator will be appointed by the Chancellor.
4. If a Committee member works in the same administrative unit as the employee submitting an appeal, that member will excuse her/himself from that appeal. Should this person be the administrator, the Chancellor will appoint a replacement.
5. During the first year of the SPP process, three committee members will have a one-fiscal year term and two will have a two-fiscal year term.

H. ACTING POSITIONS

An exempt employee who serves in an acting capacity in a higher classification may use his/her experience to satisfy part of his/her Exempt SPP criteria.

I. SPECIAL CIRCUMSTANCES

Any special circumstances in meeting timelines must be submitted in writing to the Appeals Committee. The Appeals Committee may consult with the Chief Human Resources Officer if

needed. The exempt employee's circumstance will be addressed by the Appeals Committee in writing within 15 working days of receipt. Special circumstances may include, but are not limited to:

1. FMLA leave;
2. Death of a family member as defined in Section IV. C, Bereavement Leave of Personnel Policy Statement for College Employees;
3. Return from acting assignment.

J. OVERVIEW OF CRITERIA AND CATEGORIES

The criteria for step advancement are broad-based to allow each individual the ability to tailor activities to satisfy the criteria in ways that are meaningful to the individual's personal and professional growth and allow exempt employees to highlight their successes and growth relevant to their assignments.

The activities chosen by the exempt employee must be substantiated in a report, proof of certificate, transcript, or other means of documenting completion.

To qualify for step advancement, exempt employees will demonstrate and substantiate four measurable activities. One or two activities must be from the Professional Development category b. The remaining activities may be from any of the other categories.

K. RESOURCE MANAGEMENT AND DEVELOPMENT

Exempt employees are professionals who have responsibilities that affect College operations and services. Therefore, for these employees it is important to increase the efficiency and effectiveness of areas within their span of control. An activity to satisfy the criteria may include, but not be limited to, the following:

1. Management of resources to optimize services that enhance success for their area of responsibility. Examples include: productive scheduling of staff, cross training of staff within their classification, increasing currency and accuracy of information, and increasing quality service.
2. Proposing, revising and/or implementing new courses, programs or activities that result in demonstrable increases in services, FTSE/FTFE, fundraising, grant procurement, forging partnerships with the community and/or businesses that benefit the college and its programs.
3. Recommendations to improve delivery of services based on customer feedback, department identified needs or personal observations.
4. Achieving enrollment and financial goals as required by one's supervisor.

5. Improving communication internally and externally.
6. Developing new curricular, instructional, and service initiatives.
7. Collecting, analyzing, and reporting data for operational improvements.
8. Advocating for and/or implementing technological solutions to significant problems or challenges.
9. Recommending new or improved procedures or processes.
10. Exempt employees having specific assignments through the College Plan.

L. PROFESSIONAL DEVELOPMENT

Exempt employees should identify significant professional development activities, indicating how these activities will significantly enhance their knowledge and competencies, improve the department, or enhance the College's image in the community. Activities that satisfy this criterion include, but are not limited to, the following:

1. Attending conferences or professional meetings. These conferences should relate to the advancement of higher education or to a specific body of knowledge or a subject area/service area relevant to the employee's job.
2. Presenting at conferences or professional meetings. The presentation materials should be disseminated to appropriate groups of people within the college community.
3. Completing academic coursework at an accredited educational institution with a grade of C or better for a minimum of 3 credit hours.
4. Having materials accepted for publication in journals or publications appropriate to higher education or the profession related to the exempt employee's job. The materials for publication should be distributed to appropriate groups within the College community.
5. Completing pertinent PCC Organization and Professional Development workshops or other PCC training programs.
6. Completing training programs that relate to the duties of the exempt employee.

M. COMMUNITY OUTREACH

The exempt employee will assist in the accomplishment of the goals contained within the College Plan. An activity to satisfy the criteria may include, but not be limited to, the following:

1. Promoting and/or developing new partnerships with schools, businesses, government agencies and other community organizations.
2. Promoting and/or developing new cultural or educational programs in the community.
3. Facilitating development of scholarship programs with community individuals or organizations.
4. Promoting service learning within programs and courses or other experiential education opportunities.
5. Membership and involvement in community/civic organizations.
6. Service activities of local, State, national or international community organizations.
7. Service to a community organization through participation in a specific service activity.
8. Volunteer professional activity within the community or professional organization.

The administrative supervisor must approve participation in any of the above activities in advance.

N. TECHNOLOGY COMPETENCE

Demonstrate improved technological competencies relevant to one's position and/or one's unit of authority. Documentation of this activity must include a certification of completion or summary of the improved competencies. The new skill or improved competency may be applied, but is not limited to, the following:

1. Collecting and analyzing data.
2. Applying technology to enable and empower learners.
3. Increasing productivity.
4. Communicating and collaborating with peers and the larger community.
5. Updating technical competence.
6. Updating technical competence.

O. STEP ADJUSTMENTS

In any fiscal year, all step adjustments for regular employees as a result of the completion of step plans are subject to Governing Board approval and funding.

Any employee not approved for step advancement will have the opportunity to apply for step advancement the following year.