



# **CLASSIFIED NON-EXEMPT PERSONNEL POLICY STATEMENT**

---

**Adopted By**

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

*State of Arizona*

**for**

**2017/2018**

## Classified Non-Exempt Personnel Policy Statement

---

This personnel policy statement applies specifically to full-time regular classified non-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 Non-Exempt Personnel Policy Statement 2017/2018

for 1

<b>CONTENTS .....</b>	<b>i</b>
<b>Section I. General Information .....</b>	<b>1</b>
A. Policy Statement .....	1
B. Full-Time Regular Employees .....	2
C. Active Period of Employment- Flex Year Option.....	3
<b>Section II. Conditions of Work.....</b>	<b>4</b>
A. Work Week.....	4
B. Work Day .....	4
C. Meal Periods .....	4
D. Continuous Operation.....	5
E. Work Schedules/Shifts/Locations.....	5
F. Changing Work Schedules/Shifts .....	5
G. Breaks .....	6
H. Probation Period .....	6
I. Environmental Health and Safety .....	8
<b>Section III. Employment.....</b>	<b>11</b>
A. Performance Evaluation .....	11
B. Seniority .....	11
C. Involuntary Transfers, Reassignments and Temporary Deployments .....	12
D. Reduction in Force (RIF) .....	12
E. Recall.....	14
F. Organizational Realignment/Repurposing .....	15
G. Selection Process for Lead Assignments .....	15
H. Selection Process for Vacancies.....	16
I. Externally Funded Positions.....	16
J. Return to Work from Work Related Injury.....	17
<b>Section IV. Compensation .....</b>	<b>18</b>
A. Salary.....	18
B. Salary Administration Practices.....	18
C. Shift Differential.....	19
D. Overtime .....	20
E. Compensatory Time-Off .....	21
F. Out-of-Pocket Expenses .....	21
G. Temporary Assignment of Duties Outside of the Classification.....	21
H. Work in a Higher Classification (Range).....	22
I. Holiday and Recess Pay.....	22
J. Call Back Pay .....	23
K. On-Call Pay .....	23
L. Pay Periods .....	24
M. Bilingual Skills .....	24

<b>Section V. Leaves and Holidays</b> .....	<b>25</b>
A. Holidays and Recesses.....	25
B. Leaves.....	26
C. Annual Leave.....	27
D. Sick Leave .....	30
<b>Section VI. Professional Development .....</b>	<b>34</b>
A. Professional Development Program.....	34
B. Roles and Responsibilities Non-Exempt Professional Development Working Group ....	34
C. Non-Exempt Professional Development Enrichment Fund Criteria .....	35
D. General Rules and Procedures for Application .....	36
E. Roles and Responsibilities in Administration of Non-Exempt Professional Development Enrichment Fund .....	38
F. Other Sources of Funding.....	39
G. Educational Leave .....	39
H. Career Development .....	40
I. Participation in Development.....	40
<b>Section VII. Non-Exempt Employee Unit.....</b>	<b>41</b>
A. Non-Exempt Employee Unit Representatives.....	41
B. AFSCME Stewards.....	42
C. Paid Time for Grievance.....	43
D. AFSCME Leaves of Absence .....	43
E. AFSCME Use of Premises and Mail .....	43
F. Employer Provisions of Information.....	44
G. Payroll Dues Deductions.....	44
H. AFSCME PEOPLE .....	45
I. AFSCME Representation on College Committees and Work Groups.....	45
J. Outsourcing .....	45
APPENDIX A: Job Titles 2017/2018 .....	47
APPENDIX B: Classified Non-Exempt Staff Salary Schedule, FY 2017/2018 .....	49
APPENDIX C: Lead Assignments .....	51
APPENDIX D: Non-Exempt Staff Step Progression Plan and Criteria.....	52
APPENDIX E: Police Matrix System Task Force .....	58
APPENDIX F: Guidelines for Classified Non-Exempt Paid Educational Leave Program	59
INDEX.....	63

# **Section I. General Information**

## **A. Policy Statement**

Whereas, the Pima Community College District Governing Board authorized an election by the Classified Employees (non-exempt) and, as a result of that election has recognized the American Federation of State, County and Municipal Employees Union (AFSCME, Local 449) as a non-exempt staff employee unit representative which provides a major source of input for the development of personnel policies for Classified Employees (non-exempt) which recognition does not exclude input from others; and

Whereas, the Pima Community College District Governing Board has entered into the “Meet-and-Confer” process in order to promote harmonious relations between Classified Staff (non-exempt) and the Board through the discussion of matters of mutual concern which include, but are not necessarily limited to, equitable and peaceful procedures for resolution of differences, rates of pay, hours of work, and other conditions of employment and to generally encourage an efficient and high level of educational service to the community; and

Whereas, the “Meet and Confer” process presented the opportunity for an open exchange of ideas and proposals with respect to matters of mutual concern. The result is incorporated in the personnel policies contained herein.

Now, therefore, be it resolved that the Pima Community College District Governing Board adopts this Policy Statement as the expression of personnel policies that are unique to full-time regular non-exempt employees at Pima County Community College District. This Policy Statement revokes, modifies and supersedes any and all classified non-exempt personnel policy statements that may have existed previously. This policy statement and the *Personnel Policy Statement for College Employees* contain the personnel policies of the Pima County Community College District Governing Board regarding classified non-exempt personnel.

The personnel policies herein shall govern employment practices involving Classified Employees (non-exempt), after their effective date. The provisions of these personnel policies, however, do not apply or govern the employment practices of the Classified Employees (non-exempt) before the effective date of the policies. Such employment practices must be construed and dealt with according to the provisions of the policies existing at the time of the specific employment practice in question.

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.

Nothing in this Policy Statement is to be construed to preclude the personal appearance before the Board by any employee on her/his own behalf. Wherever, in this Policy Statement, there is reference to “AFSCME Representative,” the sentence should be read “AFSCME Representative, if any.”

In order for the College to provide flexibility and timeliness to meet the changing needs of the workplace, operational modifications are allowed by the policy and supported by the language contained in the Classified Non-Exempt Personnel Policy Statement. In order to ensure effective communication, fair treatment for all employees within the work unit, and reasonable notice for operational modifications, the following will be observed:

- The implementation of operational modifications must be approved by the Work Unit Administrative Supervisor.
- Approved Work Unit operational modifications will be communicated to the Chief Human Resources Officer in writing stating the reason and duration for and limitation of the modification. The Chief Human Resources Officer may solicit and review input from the employee representative group regarding the proposed modification. The Chief Human Resources Officer may revise or reject the modification.
- Communications to affected employees shall be time sensitive with as much forewarning as reasonable, generally in written or electronic format indicating the reason for the modification, the duration of the change and appropriate guidelines as required.
- Operational modifications shall not supersede or conflict with other sections of this personnel policy statement or the Personnel Policy Statement for College Employees (Common Language).

While the College will normally follow the procedures set forth above with respect to operational modifications, the College and the Board reserve the right to implement policy revisions, modifications and interpretations as the Board in its sole discretion deem fit under the circumstances.

## **B. Full-Time Regular Employees**

A full-time regular non-exempt employee for the purposes of this policy statement is one who meets all of the following criteria:

1. Works 30 hours or more per week;
2. Works in a position which is authorized for at least nine months per year, and/or;
3. Is not classified as temporary;
4. Is not on initial hire probation.

Persons meeting all these criteria are members of the Non-Exempt Employee Unit. The College Human Resources Department will transmit to AFSCME copies of the most recent organizational chart for each campus and the district central offices by October 15 of each year.

### **C. Active Period of Employment- Flex Year Option**

Flex year work schedule of at least nine months shall be an option, should organizational needs be articulated by the College. The College shall, insofar as is reasonably possible, accomplish this first on a voluntary basis. Should additional authorizations of at-least nine month work schedules be deemed necessary, order of selection of regular employees shall be in order of College-wide seniority within the affected job classification.

If the College determines that a work schedule of at least-nine months is necessary, the AFSCME Chairperson and/or designee shall be notified by the Chief Human Resources Officer no less than thirty days of any pending action.

An employee assigned a work schedule of at least nine consecutive months out of twelve in a single year will be considered a Full-Time Regular Employee. Employees approved for at-least a nine 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. Annual leave and sick leave shall be prorated accordingly.

Should organizational needs necessitate a return to the twelve month work schedule, the employee having been assigned to the nine month flex year shall retain the right of return to a twelve month work schedule.

## **Section II. Conditions of Work**

---

### **A. Work Week**

The work week shall begin on Saturday at 12:00 am and end on Friday at 11:59 pm, and consists of seven days. Within the work week, typical work schedules normally consist of five work days with two consecutive days of rest. Four-day work schedules shall consist of four consecutive days with three consecutive days of rest see Section II. Conditions of Work. E. Work Schedules/Shifts/Locations for exceptions). The College may establish flexible or alternative work schedules to meet legitimate business needs, and may adjust an employee's standard work schedule including scheduled days of rest, in emergencies or other unusual conditions. In establishing flexible or alternative work schedules, the College shall consider legitimate needs of employees. However, the College's business and operational needs shall always take precedence.

#### **1. Flexing Within the Work Week**

Work hours can only be flexed between Saturday and Friday in the same work week, and hours flexed cannot be carried over from one work week into the following work week. For example, if 30 hours are worked one week and 45 hours another, 5 hours of overtime will be earned for the second work week. During the summer period, a flexible four-day work schedule may be implemented. Employees permitted and/or electing to utilize the four-day work week, when approved by the Board of Governors, should be allowed reasonable access to early start or late departure times unless safety, security, or service are compromised.

Employees who are classified as full-time with a regular number of hours scheduled may normally expect consistency in their scheduled hours.

### **B. Work Day**

During a five-day work week, the typical work day shall consist of 8 consecutive hours for employees scheduled to work a 40-hour work week. Interruptions for lunch periods are excluded. The work day for commission and dispatch employees of the Department of Public Safety shall typically be assigned to a ten-consecutive-hour shift (40-hour work week) with appropriate meal interruptions.

During a four-day work week, the typical work day shall consist of 10 hours totaling 40 hours.

### **C. Meal Periods**

Employees shall normally receive a 60-minute unpaid meal period to be taken around the middle of the employee's scheduled work day. An employee may request an occasional



departure from his/her designated lunch period. Such request must be made by the employee in advance and receive supervisory approval. In all cases, the employee must receive a minimum of a one-half hour unpaid break. (See section E for a change in lunch period impacting an employee's regular schedule.) For Commissioned Police personnel, Community Service Officers and Police Dispatchers meal periods are defined as paid time and a part of the normal work day.

#### **D. Continuous Operation**

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

#### **E. Work Schedules/Shifts/Locations**

All employees will have a designated work schedule/shift with an established starting time and quitting time, and reporting location of work. Positions subject to changes in work location and schedules/shifts shall be posted on an appropriate bulletin board at least seven calendar days prior to the beginning of the schedules/shifts. Work Units or Sub Units that require changes in locations, schedules and/or shifts shall follow established standard operating procedures, or seniority within the job classification shall be the determinate factor in the absence of such operational procedures. An employee may request to the immediate supervisor an adjustment in a work schedule within one work week due to occasional extraordinary personal needs which can include half-hour meal breaks. Executive Administrator review and approval is required for an on-going non-standard work schedule. Executive Administrator review of their employee's non-standard work schedule shall take place twice a year (July 1 and January 2) to determine if circumstances warrant continuation. In some circumstances, non-standard work schedules may be necessary to meet the College's requirements and may be assigned by the supervising administrator. In some circumstances, non-standard work schedules may be necessary to meet the College's requirements and may be assigned by the Executive Administrator.

#### **F. Changing Work Schedules/Shifts**

Work schedules/shifts may be changed by the supervisor without advance notice in the case of an emergency. Under normal circumstances if a change in the schedule/shift is required, the supervisor shall provide the employee at least ten (10) days advance notice.

In the case of an emergency, work schedules/shifts may be changed by the supervisor without advance notice providing that the schedule/shift change is neither capricious nor arbitrary in nature.

## **G. Breaks**

Employees' work schedules shall provide for a 15-minute break (defined as paid time away from the assigned work station) during each one-half shift. The break shall be scheduled as nearly as possible at the middle of each one-half shift. Employees who are required to work beyond their regular quitting time shall receive a 15-minute break before they start to work on additional shifts. In addition, they shall be granted the regular breaks that occur during the shift. Breaks shall not be used to reduce the length of the work day.

## **H. Probation Period**

### **1. Initial Hire Probation**

- 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 the mid-point (three 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 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.

For Police Officers, the initial hire probation period will be concluded six months after completion of the Field Training Officer Program.

- b. **Benefits Eligibility** - Probationary employees are entitled to all benefits required by law. The following applies to additional benefits provided by the College:
- c. 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.
- d. Annual and sick leave will accrue from the first day of employment, but annual leave may not be taken until after completion of the first three months of the probation period.
- e. Eligibility for other College-provided leave will also commence after completion of the first three months of the probation period.

(1) Eligibility for all other College -provided benefits will commence upon successful completion of the probation period.

- f. **Initial Hire Probation Period Actions** - An employee serving an initial 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. The employee will receive a formal performance review no later than 30 days from the completion date of their initial hire probation for full-time regular employment.

## 2. **Position Change Probation**

- a. **Duration** - There shall be a position change probation period of three months for an employee who is promoted 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 three months upon the recommendation of the supervisor and approval by the appropriate administrator. 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 a 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. **Duration for Police Officer Positions-** When a current employee is selected for initial entry into the police officer occupation, the employee's position change probation period will be the same duration as a police officer initial new probation period. (See H.1.a., paragraph 3.) There shall be a position change probation period of six months after completion of the Field Training Officer Program for a Police Officer who is promoted or reassigned to a higher classification. This probation period does not apply when moving from a Police Recruit to a Police Officer.
- 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 job/classification, 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:

1. Be placed in the classification previously held, provided there is a vacancy;
2. Be placed in a position of the same pay rate but different classification for which he/she possesses the minimum qualifications, subject to a 3-month probation period as defined above;
3. 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. 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 3-month evaluation period. If an employee is removed from a police officer position during a position change probation period and is assigned to another position in accordance with this section, the pay rate upon reassignment will not exceed what the employee's pay rate would have been if he/she had stayed in the former position/classification (it will not be based on the police officer pay rate).

### **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.

### **I. Environmental Health and Safety**

AFSCME and the College shall cooperate in the enforcement of rules for the prevention of accidents and in the establishment of safe and healthy working conditions. The College shall establish and maintain a Safety Committee. This committee shall allow for the appointment of two AFSCME members, one Trades and one non-Trades, to be appointed by the AFSCME Chair (or designee), the remainder appointed by the Chancellor's Office. The Vice Chancellor of Facilities and College Police shall chair this committee. The committee shall meet at least on a quarterly basis.

The term of the Safety Committee representative shall be in accordance with established College committee structure. AFSCME reserves the right to appoint or replace its representative(s) on this committee. Written recommendations of the committee shall be

submitted annually to the Chancellor's office. In the discharge of its function, the committee shall be guided by the applicable regulations of the Arizona Department of Occupational Safety and Health.

The general responsibility of the committee shall be to assist in providing a safe and healthy work place. The committee's responsibility shall be:

1. To meet on an established quarterly schedule.
2. To review the results of inspections of reported hazards.
3. To review summaries of all accident reports.
4. To promote health and safety education and awareness.
5. To recommend standardized policies and procedures for a safe work place and to reduce the risk of injuries to employees.

## **1. Hazardous Working Conditions**

All employees are required to contribute to a safe working environment. 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 employee 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.

## **2. Personal Protective Equipment (PPE)**

The College shall provide the proper apparel and equipment necessary to protect employees from injury or harm. Employees must use the provided personal protective equipment as required by College policy, standard practice and/or relevant state or federal laws and regulation. Where safety shoes and prescription safety glasses are required, the College shall provide an allowance in accordance with the appropriate unit guidelines. Employees may, at their own expense, provide their own personal equipment provided it

is approved prior to its use by the supervisor and it is of equal or better quality than the College provides as determined by the District Environmental Health and Safety Office. All determinations will be in writing and kept on file in the Environmental Health and Safety Office.

### **3. Uniforms and Other College Required Equipment**

Uniforms shall be worn by all employees as designated in an appropriate unit guideline. Where uniforms are required, the College shall provide and replace them in accordance with the appropriate unit guideline. Laundry and upkeep are the employee's responsibility. (Optional uniform items not issued or required by the College are the responsibility of the employee.)

If an employee is required by the College and authorized by his/her supervisor to care for College-owned equipment other than a uniform (i.e., police weapons, bicycles, cars, tools, etc.) and such care and equipment are required for the performance of his/her principle activities, the employee will be afforded in his/her regular schedule the time and supplies to care for and maintain the College-owned equipment at work. The College will determine and designate the time and place for the care of such equipment.

## **Section III. Employment**

---

### **A. Performance Evaluation**

The purpose of a performance evaluation is to review the core duties of the position, communicate expectations of the job, provide feedback to afford the employee an opportunity to discuss successes/difficulties that occurred within the review period and to establish goals for the next review cycle. A performance evaluation shall not be used as a means of discipline.

Employee job performance will be formally evaluated at the end of the initial hire probation period, after the end of any extension of the probation period, and thereafter on an annual basis in the month of March, unless a formal performance evaluation for probationary period or position change was completed within the immediately preceding 90 days. A discussion to review performance and progress will take place in the month of July which is the mid-point of the review period.

The employee's performance is assessed for the period of January 1 through December 31 for the previous year. Completed Performance Evaluations and Annual Goals are due to Human Resources by March 31.

If the supervisor has not supervised the employee for a continuous period of three months immediately prior to the last work day in March, the performance evaluation may be deferred until the three-month time period has been completed.

AFSCME shall participate in any review and amendments of the evaluation instrument and process. Said changes shall be reviewed through the meet and confer process.

Inaccurate statements and failure to follow procedures defined by the College are grievable under this policy. The burden of proof shall be on the grieving party. An employee who disagrees with the correctness of statements on the Performance Evaluation form may submit a written rebuttal to his/her performance evaluation within 10 days to Human Resources, with a copy to his/her supervisor and administrator, for attachment to the official evaluation in question.

### **B. Seniority**

Seniority is defined by the College as the length of continuous full-time service since the most recent date of employment as a regular employee. Leaves of absence without pay in excess of 30 consecutive calendar days shall not be credited toward seniority, except for Family and Medical Leave, Military Leaves, long-term educational purposes or professional development.

A. seniority list shall be made available to the AFSCME representative upon request, with the following information:

- a Name
- b Position Title/ Position Control Number

- c Hire Date
- d Years of Service

**Loss of Seniority – An employee shall lose his/her seniority for the following reasons:**

1. Voluntary resignation.
2. Discharge (unless reversed through the grievance procedure outlined in this Policy Statement or by an authorized state or federal agency).
3. Retirement.
4. Failure to return to work within eight calendar days after recall from Reduction in Force.
5. When an employee has been laid off in excess of three years.

### **C. Involuntary Transfers, Reassignments and Temporary Deployments**

The College reserves the right to transfer, reassign and temporarily deploy employees. Insofar as possible, all such transfers, reassignments and deployments shall be voluntary. The College will make every attempt to inform employees of the anticipated duration of a temporary deployment, but reserves the right to modify the duration in order to meet the needs of the College. However, in the absence of a sufficient number of volunteers, the College shall transfer, reassign and deploy such employees as it deems necessary.

The College shall make transfer, reassignment or temporary deployments pursuant to prior approval by the Chief Human Resources Officer or designee. In addition, any changes to the anticipated duration of a temporary deployment must have the prior approval of the Chief Human Resources Officer or designee.

### **D. Reduction in Force (RIF)**

#### **A. Statement of Intent**

This policy provides the College with 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 transfers, reduced work hours, flexible schedules, elimination of appropriate temporary, probationary, part time, seasonal or contracted positions, the solicitation of volunteers for reduction in force or retirement, etc). Once the Chancellor and/or the 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 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 a possible, but no less than 30 calendar days prior, that the provisions of this policy may be invoked.



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

## **B. 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 disciplinary policy and procedure or on-going performance management issues.

## **C. Reduction-in-Force Criteria**

While the Chancellor may take a variety of approaches to determine a plan for RIF, he/she 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 shall 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 need, financial viability of programs, or external accreditation results.
- d. Processes make use of subject matter experts.
- e. Within the operational unit, job classification, and working title affected by the reduction, college-wide seniority and performance will be the determining factors considered in the selection of employees to be reduced. Performance is defined as the absence of active corrective (**Step 2 or higher**) or disciplinary action and/or a pattern or history of corrective or disciplinary action within the last four years. Note: When the Personnel Policy Statement for the College Employees, Section V: Code of Conduct regarding disciplinary action is revised, this section of the policy will be modified to reflect those changes in concert with employee representatives. Justification for selection of any individual for RIF for a reason other than seniority must be reviewed and approved by the Chief Human Resources Officer.

## **D. Procedures**

1. Written notice of possible RIF shall be given to affected employees as far in advance as reasonably possible. Notice of selection for a RIF will be provide in person whenever possible and in writing no less than 30 calendar days prior to the effective date of such RIF. The College may, in its discretion, elect to pay employees in lieu of providing a minimum notice period. In addition, the representative employee group shall be notified of the number of affected non-exempt positions to be eliminated prior to distribution of written notices to the affected employees.
2. Employees who are selected for a RIF and their representative group shall be provided a written notice of the selection criteria and the methodology that were used to determine which employees would be subject to the RIF.
3. 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.
4. Employees who obtain an alternative 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.
5. Individuals selected for RIF pursuant to this policy may file a grievance in accordance with College policy. Refer to Section VI. Grievance Procedures in the Personnel Policy Statement for College Employees.
6. 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.
7. Any unpaid annual leave, accrued as of the date of RIF, shall be paid to the employee.
8. In accordance with federal guidelines affecting equal employment
9. 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.
10. The College shall make recommendations for outplacement services for those staff affected by a RIF.

## **E. Recall**

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

There is no recall list for externally funded employees.

A RIFed 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 the recall letter. Any employee failing to respond or accept the recall shall be deemed to have resigned except as provided elsewhere herein.

A RIFed 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 RIF. Recall will be initiated by the College immediately upon the existence of a vacancy in the College. However, a RIFed 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 RIFed from a general funded position who accepts a recall to a general funded 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 RIFed, the employee will be placed at the same salary step at time of RIF. 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 RIFed, placed at the same step at time of RIF, when permitted by the external funding source.

## **F. Organizational Realignment/Repurposing**

The College reserves the management right to reorganize and realign positions based on organizational needs. An employee may accordingly be realigned/repurposed to a position of a like classification. Employees placed in another full time, regular position as a result of a Chancellor approved reorganization shall maintain classification and rights, salary, and ability to return to the same classification and salary range held prior to the reorganization should the reorganization decision be reversed. This shall be initiated on a voluntary basis.

In no way will this serve as a demotion, loss of salary, or placement in a lower classification. Employees realigned/repurposed will retain these rights of return for a period of two years from the date of reorganization providing they still have the ability to perform the job, no Performance Improvement Plan or disciplinary action is in effect, and have not within the two year period accepted a promotion or served in a classification which reinstates them to the same or higher salary range as held prior to the reorganization. Seniority will be used if more than one employee is eligible for return under these provisions. The Chief Human Resources Officer shall review all reorganizations. The Chancellor will make the final determination on an employee's right to reinstatement and reclassification.

## **G. Selection Process for Lead Assignments**

All regular classified non-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.

See Appendix C: Lead Assignments for an overview of the process.

## **H. Selection Process for Vacancies**

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

## **I. 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, state appropriations 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 Non-Exempt Personnel Policy Statement, with the following exceptions:

1. Employment in an externally funded position is contingent upon the continuation of external funding.
2. Externally funded regular employees may be, but there is no guarantee, protected from RIF through:
  - Placement into another externally funded position that has voluntarily been vacated through a RIF;
  - Placement into another externally funded position vacated by the termination of an initial hire or disciplinary probationary employee in the affected program areas;
  - Abilities based reassignments into another externally funded vacant position, and/or;
  - Abilities based reassignments into a general funded vacant position.
3. Externally funded employees do not have seniority or reassignment rights within the College general funded employment process.
4. Regular general funded college employees placed into externally funded positions through a College-initiated appointment shall retain the

right to revert to their regular general fund 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. G.

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.

There is no recall list for externally funded employees. Within 24 months after the effective date of the RIF, an employee laid off 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.

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 RIF, when permitted by the external funding source.

## **J. Return to Work from Work Related Injury**

To assist employees injured on the job in returning to work, the College will implement a "light duty" provision coordinated by the Employee Relations and Employee Service Center Offices. In some situations due to the nature of work and the medical restrictions imposed, this may provide for short-term work assignments, including modified activities and/or shortened workdays, pending physician release to the full work assignment. There is no guarantee that a short term, modified, or shortened work day assignment will be provided.

## **Section IV. Compensation**

---

### **A. Salary**

The Step Progression Plan was suspended by the Board for FY 2015-16. There will be no awarding of steps or an increase in the salary scheduled during FY 2016-17.

All compensation shall be in accordance with Board of Governors approved compensation plans and College policies (<http://pima.edu/administrative-services/human-resources/classification-compensation/salary-schedules.html>)

### **B. Salary Administration Practices**

**Employment Rate** – The rate of base pay for newly hired employees shall normally be at the Step 1 of the appropriate pay range. Hiring above the Step 1 rate shall be on an exception basis only, with approval by the College Chancellor or designee, and based on legitimate business needs, recruitment needs or affirmative action needs.

**Promotion** – Upon attainment of a higher classification through a competitive process, the employee shall be placed on the appropriate step resulting in a 7.5 percent (7.5%) increase in base 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.

**Competitive Selection** – When a current regular employee is selected under a competitive job announcement for a position at a higher range, the employee is entitled to the highest calculation determined under the Promotion paragraph above. In addition, 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. (This excludes previous years in College jobs, or positions, requiring lesser skills, duties, authority and responsibility.)

**Change to Lower Classification Range (involuntary)** – Upon reassignment by the College to a position in a lower classification range, employee's base pay shall be placed on the appropriate step resulting in a 7.5 percent decrease adjusted to the next higher step of the new range. Notice of the classification change will be provided no less than 30 days prior to the effective date.

**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.

**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 for all hours worked in an approved lead assignment. Lead pay assignments must be at least 40 hours cumulative 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.

**Reclassification (College initiated)** – Reclassification to classes at the same level (range) shall result in no pay change. Upon reclassification to a higher level classification, the employee’s base pay shall be placed on the step of the new salary range closest to but not below their current base pay rate. Upon reclassification to a lower level classification, the employee’s salary shall be set in accordance with the Change to Lower Classification Range (College initiated) paragraph above.

**Reclassification (Employee/Supervisor initiated)** – Reclassification to classes at the same level (range) shall result in no pay change. Upon reclassification to a higher-level classification, the employee’s salary shall be set in accordance with the Promotion paragraph above. Upon reclassification to a lower level classification, the employee’s salary shall be set in accordance with the Change to Lower Classification Range (College initiated,) paragraph above.

**Acting Assignment** – Compensation for a temporary acting assignment to work in a higher classification will be set in accordance with the Promotion paragraph above. An acting assignment to a lower level classification will be set in accordance with the Change to Lower Classification Range (employee initiated) paragraph above. An acting assignment to a position classified at the same range, the employee’s range and step will not be changed. 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.

**Salary Equity** – Notwithstanding the other provisions of this section, if a current regular employee is selected for initial entry into an occupation with an approved employment rate higher than Step 1 (for example, Police Officer or Police Officer in Training), the employee’s base pay rate upon position change will be set at the employment rate for newly hired employees in the occupation.

**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. Shift Differential**

1. Regular employees shall be eligible for pay differential for hours worked during certain time periods.

- a. Second shift will be defined as starting at or after 6:00 p.m. up to 10:00 p.m.
- b. Second Weekend shift will be defined as starting at or after 7:00 a.m. Saturday up to

- 10:00 p.m. on Sunday.
- c. Third shift will be defined as starting at or after 10 p.m. and up to 7:00 a.m.
  - d. Any employee not covered under a., b. or c. above is considered as being on first shift.
  - e. Employees assigned to a second shift shall receive a 75-cent per hour pay differential for hours worked. Employees assigned to the third shift shall receive a \$1.00 per hour pay differential for hours worked. For work hours that overlap into the second and/or third shifts, shift differential will be granted for the specific hour(s) worked in each shift.

2. The stipend for Department of Safety personnel (Commission Personnel, Community Service Officers and Non-Commission Dispatch) will end as of June 26, 2015. The shift differential as stated in number 1. above, shall be in force as of the start of the pay period June 27, 2015 and remain in effect thereafter in place of the stipend for calculation of overtime.

Overtime calculation will be in accordance with Section IV.D. Overtime.

Work schedules/shifts may be changed in accordance with Section II. Conditions of Work.

## **D. Overtime**

Employees shall be paid overtime at the rate of one-and-one-half times their regular rate of pay for hours worked in excess of 40 hours in one work week (see Section II. A. for definition of a work week). Hours worked include the employee's regular schedule and any additional scheduled work time. Work that is essential to the care and maintenance of College-owned equipment shall be compensable (see Section II.I.2. for explanation of College-owned equipment). Work on a holiday shall be included in the calculation of overtime when it is part of the employee's normally scheduled work week.

Work Unit supervisors may require employees to work overtime when necessary. Employees shall have the right to refuse. However, if an insufficient number of employees volunteer, overtime assignments shall be rotated among those employees qualified to perform the needed tasks. Each Work Unit shall post an overtime rotation list from which employees will be called in descending order with an offer to work overtime.

Pre-planned, non-emergency overtime must be pre-approved by an employee's supervisor or chain-of-command. Scheduled overtime should be rotated among eligible qualified employees within the functional work group.

If the supervisor finds no volunteers, the employee at the top of the list will be required to report to work. After an employee has worked overtime, her/his name will be rotated to the end of the list.

Compensations that are included in the computation of regular rate of pay for the purpose of computing overtime pay are:

- Shift differential;



- On-call pay;
- Lead pay;
- Salary increases, including retroactive increases;
- Work on a recognized College holiday, and;
- Non-recurring and other non-base building compensation adjustments.

## **E. Compensatory Time-Off**

Compensatory time-off may be awarded in lieu of cash payment for overtime upon mutual agreement of the employee and supervisor. For recess and holiday work which would not exceed a total of 40 hours in any one week, compensatory time is recorded as straight time. For each hour of work over 40 in one week, one-half hour will be banked for future use as compensatory time and one hour will be paid out to the employee as straight time pay in the current pay period. For example, an employee working 45 hours in a week who elects compensatory time is paid for 45 hours and banks 2.5 hours for future use.

Accumulation off compensatory time-off is limited to a maximum of 240 hours of compensatory time. Compensatory time-off may be taken upon request by the employee and with her/his supervisor's approval. The request shall not be denied arbitrarily. In the month of December and in June, any accumulated compensatory time recorded in the College's payroll system will be paid out to the employee.

## **F. Out-of-Pocket Expenses**

Employees on travel status at the request of the College will be reimbursed for out-of-pocket expenses associated with travel. These expenses are subject to the restrictions of the travel manual and must be documented with receipts.

## **G. Temporary Assignment of Duties Outside of the 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 work out of classification will be initiated in writing by the supervisor, detailing the reason for assigning 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. An approved temporary assignment of duties of 40 or more continuous working hours shall be compensated retroactive to the first working hour of the assignment.

In unusual cases where the employee believes he/she is working out-of-classification, it

shall be his/her responsibility to inform his/her supervisor as soon as he/she is of a reasonable belief that the duration and quantity of out-of-classification work will merit compensation. In the event it is determined by the Human Resources Office or subsequently determined through the Grievance Procedure that the employee is working out of job classification, compensation shall begin on the date the employee notified his/her supervisor.

## **H. Work in a Higher Classification (Range)**

An employee may be selected to temporarily fill a position that is vacant or the incumbent is not available to perform the duties. Selection of an employee to fill an acting assignment is through a competitive internal process as described in Section III. Employment, F. Selection for Lead, Acting, Transfer, and Reassignment. An out-of-classification work assignment of 40 or more continuous working hours shall be compensated retroactive to the first working hour of the assignment. Such compensation shall continue until the assignment is ended by:

1. The incumbent's return; or
2. Filling of the position, or;
3. Written notification by the supervisor.

An out-of-classification assignment filling a vacancy awaiting appointment may be for an initial duration not to exceed 75 work days and, based on operational needs, may be extended upon approval of the Chief Human Resources Officer.

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.

The supervisor will not assign multiple employees to brief period of higher-level work for the sole purpose of avoiding payment under these provisions. Out-of-classification assignments shall count toward meeting the minimum qualifications of the position being temporarily filled.

If a classified non-exempt employee or the supervisor believes the duties or responsibilities of a position have permanently and substantially changed in scope and responsibility by at least 20 percent since the last review of the position by the Human Resources Office, upon concurrent agreement of the employee's Administrative Supervisor, a formal request for position review should be initiated in accordance with established College procedures.

If the employee is working an out-of-classification assignment in a classified exempt staff position for less than 15 consecutive work days, he/she will continue to be covered under the provision of the Non-Exempt Personnel Policy Statement.

## **I. Holiday and Recess Pay**

The College allows paid College holidays and recess days as specified in Section V. A. Recess days are those days on which the College is officially closed, but which are not designated as holidays. Payment for required work on a College-recognized holiday

or recess day is specified below and will be calculated in accordance with the provisions of the Fair Labor Standards Act.

An employee on unpaid leave will only be eligible for the paid holiday/recess day(s) if he/she is returning to a full-work day (or approved paid leave) immediately prior to and after a holiday/recess day.

A full-time regular employee required to work on a College-recognized holiday or recess day shall be compensated for the holiday/recess day and for the actual hours worked on the recess or the holiday.

## **J. Call Back Pay**

When an employee has left his/her place of employment and is later called back for unplanned, unscheduled emergency work, he/she shall be compensated at the rate of one-and-one-half times his/her normal rate of pay for the actual time worked or three hours regular time, whichever is greater, in addition to the current mileage rate per mile to and from place of residence to the College.

Department of Public Safety sworn personnel required to attend judicial court proceedings or to attend mandatory meetings during hours other than his/her regular work schedule shall receive call-back pay in accordance with this provision, except if immediately preceding or following within 60-minutes of the employee's regular shift. If required to attend a second judicial court proceeding within 60-minutes of the first judicial proceeding, the employee is not eligible for a second call back pay provision, but shall be compensated for any additional hours worked beyond the three hours.

The intent of this provision is to assure adequate compensation for the inconvenience of preparing for an unscheduled return to work and time and expense involved in travel to and from the employee's work site.

Employees called to work prior to the start of a regular assigned shift, or asked to stay work beyond the regular shift, shall be compensated as straight time unless the employee has worked more than 40 hours in the work week.

## **K. On-Call Pay**

When an employee is designated and scheduled in advance by the administrative supervisor or designee to respond for duty during a specified period of time when services are not being performed by other shift personnel, the employee is considered to be in an on-call status. On-call pay shall be \$1.25 per hour for each hour on-call.

On-call pay shall not be paid for any time that an employee receives regular pay, overtime pay, or compensatory time. On-call status shall not be authorized for any period of time during which an employee is on approved leave (annual, sick, or any other leave, with or without pay).

Location of the on-call employee shall be at the employee's discretion as long as

immediate contact can be made. The on-call employee must be able to report fit for duty no longer than one hour from notification unless conditions are such that a shorter period is required. An employee assigned to on-call status who fails to respond to a service call shall not receive on-call pay for that day and shall be subject to disciplinary action.

When an on-call employee is called back to work, the employee shall be compensated in accordance with paragraph J, Call Back Pay, above.

## **L. Pay Periods**

Pay shall be computed on an hourly basis and paid every other Friday.

Paychecks shall reflect hourly rate, hours worked within the pay period, amount of sick and annual leave accumulated, and the amounts of authorized deductions.

## **M. Bilingual Skills**

In recognition of the College's commitment to effectively communicate with students, a full-time regular position that requires customer service contact as an essential duty may additionally be designated as requiring oral (including sign language) conversational bilingual skills (i.e., 10% or more work time is spent in interpretation) as an additional essential duty of the job. Positions approved to be designated by the College as bilingual customer contact positions will require both the technical skills of the specific position and the bilingual skills (i.e., oral and written skills in English and another language including sign language) as a condition of employment.

Employees selected to fill a bilingual customer service position shall be compensated \$25.00 per pay period. In the event the employee moves to a position that is not designated as bilingual or if the bilingual designation of the position is removed, the bilingual pay will cease.

The Campus or District Office identifies the need to designate a position as requiring bilingual customer service skills when a vacancy occurs or a new position is established or an occupied position is identified as meeting the above criteria. A Personnel Action Request to designate a position as bilingual, including supporting rationale, is prepared by the supervising administrator and submitted to the Chief Human Resources Officer, or designee, for review and approval. If the position is approved for bilingual designation is occupied, an internal competitive process within the assigned work unit shall be used to select the successful employee.

Employees cannot be approved for bilingual compensation until they successfully pass a fluency examination. Bilingual proficiency will be determined by an oral conversational competency test conducted by the Human Resources Office.

If any regular non-exempt employee is using a bilingual skill at least 10% of their work time in direct student or customer service and is not receiving the additional compensation noted above, they should forward a request for review to the Chief Human Resources Officer.

# **Section V. Leaves and Holidays**

---

## **A. Holidays and Recesses**

Employees shall be allowed the following paid holidays:

- 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), and
- 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 and will not be denied arbitrarily or capriciously. 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 the first payday in May.

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 1, (seven days). In the event that December 24<sup>th</sup> falls on a weekend, the College will close for business at 12 noon the preceding Friday.
- Tucson Rodeo Recess

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

A regular employee scheduled to work a 40-hour work week is compensated for 8.0 hours for the above holiday and recess days. If the 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. Employees receive holiday and recess pay based on the normal accrual rate for their assigned position as shown below:

40-hour work week	=	8 hours holiday pay
40-hour 4-day work week	=	10 hours holiday pay (Public Safety commission and non-commission employees)
37.5-hour work week	=	7.5 hours holiday pay
35-hour work week	=	7 hours holiday pay
30-hour work week	=	6 hours holiday pay

Employees electing to work a flexible work schedule during the summer shall return to a five-day work week schedule for the weeks that the Memorial Day and the Fourth of July holiday occur. Those departments that regularly use a non-standard or compressed schedule to ensure coverage may continue to do so during these weeks. However, the value of the holiday shall remain as listed above. Employees may use annual leave, if available, to make up the difference between the standard hours of work for the day and the amount of eligible holiday pay.

The College holiday and recess schedule is developed around a Monday through Friday work week. Full-time regular employees who work different days in a non-standard or a compressed work schedule will be afforded equivalent time off with pay, coordinated with and approved by the supervisor. For example, an employee regularly scheduled to work a four-day work week is entitled to time off during the work week, even if the holiday falls on an unscheduled work day (note: see Section IV. I. regarding payment for work on a College holiday or recess). Commission and dispatch employees of the Department of Public Safety assigned to a ten-consecutive-hour shift (40-hour work week) have the option to bank the entitled time off to be used within the fiscal year in accordance with Section IV.E. or compensated for the holiday or recess day worked.

To be eligible for holiday/recess pay, an employee must have worked his/her last full scheduled work day 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 his/her final full day of work.

## **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).

All leaves of absence (except medically related leaves) will require prior approval by the appropriate supervisor, or director/dean, and, in cases exceeding 30 calendar days, the Chief Human Resources Officer. Employees shall submit a written request for leave of absence to their immediate supervisor, specifying dates and type of leave requested.

The authorized supervisor is responsible for ensuring time keeping records 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 Employee Service / Payroll Office is responsible for maintaining accurate records of persons on leave of absence to ascertain which personnel are on paid status.

In the event that the leave is a medically related leave, the employee must inform the College of his/her condition and probable return every five work days during the first 60 days and every month thereafter.

## **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 that require an extension of leaves, employees must notify their supervisor (if not available, then the Human Resources Office or Campus Police), prior to their scheduled date of return. In the case of annual leave, up to five additional work days 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 or designee must approve all extensions. Such extensions will normally be for up to 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 work days without notice, or failure to notify the College in accordance with policy provisions will be considered resignation without notice. The College shall notify the employee, and if the employee does not return within five days of this notification, he/she shall not be eligible for reemployment with the College, nor shall the employee be 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.

## **4. Maintenance of Position**

Upon the termination of any of the leaves contained herein, the employee shall be restored to his/her previous grade, step, seniority and position if available.

## **C. Annual Leave**

The importance of the annual leave as a period of rest and relaxation is well recognized.

### **1. Accrual and Accumulation**

Annual leave for full-time regular classified non-exempt employees shall 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 accrual shall be at the following rates, based on continuous service to the College for each full pay period worked:

Less than five years: 5.54 hours per pay period for 40-hour personnel (5.19 hours for benefit eligible personnel working less than 40 hours)

Five or more years: 7.38 hours per pay period for 40-hour personnel (6.92 hours for benefit eligible personnel working less than 40 hours)

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

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

Less than 10 years: maximum of 304 hours for 40-hour personnel (240 hours for benefit eligible personnel working less than 40 hours)

Ten or more years: maximum of 320 hours for 40-hour personnel (285 hours for benefit eligible personnel working less than 40 hours)

An employee may not accrue additional annual leave time unless or until the employee's annual leave balance has dropped below the maximum hours as stated above.

## **2. Requesting and Using Annual Leave**

Annual leaves of more than one day (with the exception of emergency annual leave) will require a minimum of two weeks prior approval by the appropriate supervisor, director/dean, etc. 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. The supervisor (or his/her designee) may respond within five days of the receipt of a request for annual leave of more than two weeks. An employee's request for annual leave will not be denied arbitrarily or capriciously. It is the responsibility of the employee's supervisor to adjust department coverage.

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 his/her choice of annual leave in the event of any conflict with other employees.

An approved holiday falling within the leave period is not counted as part of the leave, and an additional day may be taken at any time which is convenient to both employee and supervisor, so long as it falls in the same leave period. 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, said leave may be extended for the length of the employee's illness, provided that the employee utilized accrued sick leave for the period of the illness, and supervisory approval is granted.



An employee who has accumulated the maximum permissible hours of accrued annual leave, and who has requested in writing in accordance with these policies to take annual leave, and whose request has been denied by the supervisor in writing, may be compensated for the number of hours refused. Upon being denied, the supervisor-signed denial shall be submitted by the employee to Payroll for commensurate compensation. The employee's annual leave balance will be reduced by the number of hours for which the employee was compensated.

### **3. Emergency Annual Leave**

An employee may request of his/her supervisor emergency annual leave for a period up to five 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. Annual Leave and Separation from Employment/Transfer**

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 or use, the employee shall be compensated for accumulated annual leave in the form of a lump sum payment. Employees transferred or reassigned on a temporary basis to a position in which the employee is ineligible for annual leave accrual or use shall have their leave accrual balance held until his/her return to regular assignment.

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

### **5. Emergency Payout of Annual Leave**

1. 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.
  - vi. Once received, the ESC confirms the employee meets the following criteria:
  - vii. Employee has passed applicable probationary period.
  - viii. Employee has accrued enough to fund the payout and retain the minimum leave balance indicated in this section.
- e. At completion of the payout process, the ESC will send a completion/information email to the employee.
- f. 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 payout 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 of Sick Leave**

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  
(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 website at on the Intranet Employee Service Center; Benefits link for Domestic Partner Affidavit form.

For use of sick leave and/or sick leave under the Family and Medical Leave Act (FMLA), please refer to the College policies 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 each full pay period worked. Employees may accumulate a maximum of 1440 hours of sick leave (1350 hours for benefit eligible personnel less than 40 hours). For employees who have an excess of 1440 (1350) hours of sick leave, accumulation of sick leave shall be frozen at that level. Accumulation shall begin once the total number of hours fall below 1440 (1350) and may accumulate to no more than 1440 (1350) hours.

Sick leave will accrue from the first day of employment. 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.

## **3. Requesting and Using Sick Leave**

Employees or a member of the employee's household if the employee is unable, must notify his or her supervisor no later than the start of their regularly assigned shift when they are unable to report for work due to illness. (Note: A supervisor can require to be notified directly when the employee is on a corrective or disciplinary action pertaining to the abuse of

sick leave.) Employees will provide sufficient notice to the supervisor of a scheduled medical or dental appointment(s) and, as reasonably as possible, schedule such appointments to cause the least disruption to the work unit. The employee must notify the supervisor at least every five days during the absence for short-term illness (10 work days or less).

The employee's supervisor may request medical certification stating the employee was incapable of working and is now 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.

In instances where an employee has exhausted available sick leave, the employee may request use of annual leave for sick leave absence by so notifying the supervisor in writing. The employee's time record submitted to Payroll shall reflect the use of annual leave. If the employee is on a corrective or disciplinary action pertaining to abuse of sick leave, then supervisory approval is required for the use of annual leave for sick leave.

If it is anticipated that the sick leave will extend beyond 5 work days, the supervisor must notify the Employee Service Center / Benefits office (see: *Personnel Policy Statement for College Employees, Section IV. Leaves, I and J.*).

In the event the leave is an unpaid medical leave (a leave for medical reasons which extends beyond an employee's sick leave and vacation accrual), the employee (or his/her designee) must keep the College informed of his/her condition and probable return date every 5 work days, during the first 60 (sixty) days of absence due to illness and every month thereafter.

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

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

#### **4. Transfer of Sick Leave to Annual Leave**

In order to discourage the 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:

<u>Hours of Sick Leave Used</u>	<u>Maximum Hours to Transfer</u>
0-16	40
24	32
32	24
40	16
48	8

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

To be eligible the 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 (see *Personnel Policy Statement for College Employees*, Section IV.I. and J.)

## **Section VI. Professional Development**

---

### **A. Professional Development Program**

Pima Community College and AFSCME encourage non-exempt employee professional development. To encourage non-exempt employee professional development, a fund is established to provide non-exempt employees with access to resources to help them develop in their current career/job or a position in the employee's development plan as part of their annual evaluation and for growth and development to support the College's mission. This fund is administered in partnership with AFSCME by the Office of Human Resources, with the advice of the Non-Exempt Professional Working Group.

The Working Group's objectives are to evaluate applications for funds submitted by non-exempt employees, based on merit and criteria as set forth in this policy. The Working Group shall act on questions and requests for expenditures, allocation of funds and fund balances.

Additionally the work group may:

- Provide input to the College Professional Development Committee comprehensive employee development plan for all segments of non-exempt classified staff.
- Provide information to communicate with non-exempt employees about continuing education in their current job/career or other areas of development interest opportunity.
- Provide recommended events for non-exempt employee development to the College Professional Development Committee for the annual calendar published by Organizational and Professional Development.

### **B. Roles and Responsibilities Non-Exempt Professional Development Working Group**

1. In order to promote equitable representation, the Non-Exempt Professional Development Working Group shall be composed of non-exempt employee representation from each campus location, as well as from the District Office and District Maintenance and Security. The Working Group chairperson serves as a non-campus representative. Fifty percent of the Working Group's membership will be designated by AFSCME. The balance shall be designated by the Chief Human Resources Officer from interested non-exempt employees to ensure representation from each campus, the District Office and District Maintenance and Security. Representatives will serve a two year term. Terms may be renewed based on representative's interest to continue.

Attendance is required to continue participation as a working group member. A

representative with three (3) unexcused absences and with more than four (4) consecutive excused absences will be replaced.

The Non-Exempt Professional Development Working Group shall schedule monthly meetings to monitor the program and to review and approve requests for professional development funds. Meetings may be cancelled if fund requests are not submitted during that period. A request for funds may be moved to the agenda of the next meeting if the working group requires more information.

A quorum is not required for decisions regarding fund approvals to be made. However, at least five members of the working group must be present for action to be taken on any item.

In July of each fiscal year, the Working Group shall report prior fiscal year activity, as well as current year information, on funding approved for all eligible non-exempt employees. The working group, through Human Resources, will also provide a report on the activity of this fund in July of each year to the Chief Human Resources Officer, with a copy to the Executive Vice Chancellor for Finance and Administration.

2. The Working Group Chairperson, appointed by the College's AFSCME Officers, shall preside at meetings, and present any and all revisions to the guidelines of Section VI recommended by the working group. The Chairperson may delegate duties to another Working Group member to act as Chair Designee in his/her absence. An ex-officio member will be assigned by the Chief Human Resources Officer to assist the Chair of the Working Group.
3. The Chief Human Resources Officer or designee will serve as ex-officio member to the Working Group.

### **C. Non-Exempt Professional Development Enrichment Fund Criteria**

Beginning each fiscal year, Pima Community College reserves no less than \$100,000 annually for regular employees in classified non-exempt positions. Any unused balance remains in the fund and carries forward to the next fiscal year.

Employees are eligible to receive up to \$2,000 in professional enrichment funds on a yearly basis and every other year for out-of-state conferences. The maximum expenditure per employee per fiscal year cannot exceed \$2,000.

To insure an equal access to these monies throughout the entire fiscal year, the funds will be divided proportionally to equate \$50,000.00 for education costs and \$50,000.00 for travel for in-state and out-of-state conferences. Working Group will monitor use monthly. All requests for consideration will be on a first come, first serve basis based on availability of funding.

Based on availability of funds, in-state- travel may take precedence over out-of-state travel for the same conference, should the same conference be offered in-state.

Any funds left at the end of the fiscal year shall be pooled and made available to either education costs or travel to assure full disbursement of Professional Development Funds.

Applications are required to show how the request is related to the employee's career interest (individual development plan) or as part of the employee development plan (performance evaluation). Human Resources will confirm this if required (no employee shall be required to submit their performance evaluation to the working group). Forms and procedures are available on the College's Intranet under Human Resources.

Professional development enrichment funds are to be used solely for expenses outlined in this policy statement. They may be used to cover the pre-approved expenses in the following areas:

1. **Formal Education:** An employee is reimbursed the cost of tuition, fees and textbooks for a credit course from a regionally accredited institution within the United States, or an international institution that has an established relationship with Pima Community College excluding the \$10 registration fee for courses taken at Pima Community College.
2. **Conferences, Workshops and Seminars:** Dues, registration fees and travel expenses; travel outside of the United States, if approved by the work group:
  - a. Reimbursement for approved travel in conjunction with professional development activity is subject to the College's Travel Policy. A Travel Request Form must be completed and processed for all travel. Refer to the College's Travel Policy 4.1.5 for re-payment and cancellation.
  - b. International travel outside North America requires approval by the Chancellor, after the work group has approved the application for fund use.
3. **Certifications and accredited coursework** beyond formal education will be reviewed on an individual basis, excluding degrees and certifications from religious and non-accredited institutions.
4. **Books and Supplies:** Required textbooks and supplies as outlined in the course syllabus for a credit course at a regionally accredited institution within the United States, or an international institution that has an established relationship with Pima Community College. Payments are on a reimbursement basis only. Textbooks and supplies that are not required for the course including musical instruments, athletic equipment, audio-visual equipment, computers and similar equipment are not acceptable for reimbursement. Book purchases are deducted from the employee's available \$2,000.00 eligibility.

#### **D. General Rules and Procedures for Application**

To be eligible for payment from this fund, the professional development activity must be initiated by the employee, must be related to the employee's declared career path or current job at the College or as a clearly stated expression of interest that is defined and declared in



the employee's professional development plan. This must be supported by the employee's supervisor and follow the guidelines and procedures as stated in this policy.

The working group reserves the right to reject any application for funds that fail to clearly demonstrate appropriate use of individual enrichment funds to develop the employee in their current career/job or a position in the employee's development plan as part of their annual evaluation. An incomplete application or an application that does not clearly state the objectives of the employee will be returned to the employee for his/her completion of the missing information.

Mandated training required by the College is expensed from departmental budgets and not through this program. A department decision to approve professional development funding for an employee should not assume work group approval of the request for individual enrichment funds and cannot be processed without the approval of the working group.

1. From available funds, completed requests approved for professional development funds are funded on a first come-first served basis.
2. Classified regular non-exempt employees who have completed their initial hire probation period are eligible to participate in professional development activities funded by the program.
3. The request for non-exempt professional development fund form must be completed by the employee and signed by the employee and his/her immediate supervisor. A complete request includes adequate information, attached supporting documentation and the required signatures. An incomplete request will be returned to the applicant. Once completed, the request may be resubmitted for consideration during the next monthly working group meeting; however, funding may not be available at a later date if approved for other employee use.
4. Requests must be submitted to the Professional Development Working Group Chairperson no earlier than July 1.
5. The working group considers requests only during the monthly meeting. A schedule of meetings is available through any member or by contacting Human Resources.
6. Funds approved for formal education expense will be reimbursed three weeks after the end of the course if the requester has provided an official grade report of "C" or better.
7. The working group shall review all requests and either accept for consideration or reject in accordance with these provisions. In those instances where the Working Group finds it cannot make a fair and knowledgeable decision based on the information completed, more information may be requested of the applicant, their supervisor or Human Resources.
8. Employees will be notified electronically within 10 working days of the decision for approval or reason for denial by the working group chair or their designee following the

working group meeting.

9. Employees not completing the professional development activity as approved in the application may be required to repay all or part of the professional development fund. Pursuant to 41.4 of the College's Travel Manual, all employees are responsible for total repayment of the travel funds due to cancellation.
10. Employees requesting money from Professional Development Enrichment Funds must be currently enrolled in a class from an accredited higher education institution in the United States. An employee granted book funds for a class which did not result in a "C" or better, may be required to reimburse the fund and will be disallowed further access to these funds for the same class. An employee approved for book or supplies reimbursement funds for a credit course which did not result in a "C" or better will not be issued reimbursement.
11. A non-exempt employee who has been denied use of professional development funds may appeal the decision by submitting a request to the Chief Human Resources Officer or designee for reconsideration by the working group. If the reconsideration by the working group still results in a denial of the request, the appeal will be forwarded to the Chief Human Resources Officer.
12. All requests, applications and decisions must be in accordance with these policies.
13. Questions may be directed to any member of the working group.
14. An employee who voluntarily applies for and is selected for an exempt position within the fiscal year will not be eligible to utilize the awarded Professional Development Funds. Failure to notify the Working Group will result in the employee repaying the funds.

#### **E. Roles and Responsibilities in Administration of Non-Exempt Professional Development Enrichment Fund**

1. Human Resources shall have overall responsibility for monitoring the accounting and management of funds and for policy compliance. At the request of the Working Group Chair, Human Resources will assist in accessing information to fulfill the duties of the Chairperson.
2. The Working Group Chair shall be responsible for the accounting and management of the Non-Exempt Professional Development Enrichment Fund. The Chair is responsible for verification of employee status as non-exempt, regular, and the \$2,000.00 use limit. The Chair will keep a running two-year log of employee fund use and prepare an annual report on fund use each fiscal year.
3. The Working Group may reject any application for funds that fails to clearly demonstrate appropriate use of individual enrichment funds to develop the employee in their current career/job or position in the employee's development plan as part of their annual

evaluation. Appeals are directed to the Chief Human Resources Officer.

4. The Annual Report from the Non-Exempt Professional Development Working Group, prepared each July by the Chair, will be provided by the Working Group Chairperson to the Chief Human Resources Officer or designee and the Executive Vice Chancellor for Finance and Administration. The report will include:
  - Beginning fund balance,
  - A detailed list of expenditures,
  - Employee name,
  - Amount of request,
  - Purpose of request,
  - Date of approval,
  - Amount of approval, and
  - Ending fund balance
5. The working group shall develop and distribute any forms necessary to implement this policy. Human Resources shall post all forms and directions on the Pima Community College website for employee use.

## **F. Other Sources of Funding**

An employee's receipt or pursuit of additional sources of funding, including the employee's application for or receipt of Federal student financial aid, shall not impact the employee's eligibility for professional development funding pursuant to this policy. Funds awarded pursuant to this policy, however, should be required to 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.

## **G. Educational Leave**

1. After completing one year of service, any regular employee upon formal request may be granted a leave of absence of three days without pay, per diem or transportation cost for educational purposes to attend conferences, seminars, briefing sessions, or other functions of a similar nature that are intended to improve or upgrade the individual's skill or professional ability. A supervisor may deny the request for good reason.

### **2. Paid Educational Leave**

Funding for up to two paid one semester educational leaves per year from College reserves 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. Funding of educational leave shall not exceed two semesters per fiscal year, in the aggregate. Request for a paid education leave must be approved in advance by the employee's Supervising Administrator and the Non-Exempt Professional Development Working Group. Since the intent of this educational leave is to provide time away to focus on education, the employee approved for this leave may not work in any capacity during this time. See APPENDIX G.

### **3. Long-Term Educational Leave**

One year of educational leave without pay may be authorized for up to ten regular non-exempt employees providing the employee has three or more years of service to the College. The request must be made in writing to the employee's Executive Administrator who may deny any leave that creates an undue hardship on the department. Employees taking educational leave must attend an accredited educational institution on a full-time basis. A transcript must be submitted to Human Resources at the end of the leave, and prior to returning to the position.

## **H. Career Development**

The College and non-exempt employees recognize the need and shared responsibility for development and training to meet the College's workforce requirements. The College agrees to the principles of career and professional development to include such components as identifying job families, career paths, employment-related training needs, and developmental assignments. As part of this shared responsibility, the College will make available a variety of professional development opportunities to employees.

In line with this recognition, current regular employees will be provided the opportunity to fill lead and acting assignments within the work unit before the College advertises those openings outside the work unit and/or College.

## **I. Participation in Development**

Within the limits of providing service to our students, non-standard work schedules, including flexible schedules, should be coordinated to provide employees release time for participation in College sponsored professional development classes, workshops and other training opportunities during hours of operation (See: Personnel Policy Statement for College Employees, Section III. I. Educational Benefits/Tuition Waiver for information pertaining to credit courses). If a professional development opportunity is offered outside the normal work schedule, a request to modify the work schedule does not have to be considered.

## **Section VII. Non-Exempt Employee Unit**

---

### **A. Non-Exempt Employee Unit Representatives**

Official representatives of the College's non-exempt employee unit, AFSCME, shall be permitted access to the premises of the College at reasonable times and upon prior notification to the appropriate supervisor. College AFSCME representatives shall exercise good judgment to avoid disruption of the work process. 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. It is expected that AFSCME business/employee representation activities shall take place before or after work hours, during lunch period or on approved rest breaks.

An employee representative (non-attorney representative) will be allowed access to the work site when:

- a) an employee reasonably fears disciplinary action (Reference: Common Policy for College Employees - Section V. F.) will result;
- b) an employee has requested representation in grievance meetings;
- c) and meetings in which proposed changes in working conditions are being discussed  
or;
- d) survey or review meet and confer issues with employees;
- e) quarterly meetings with the Chief Human Resources Officer to discuss general employee issues, or other occasions if pre-approved by the Chief Human Resources Officer;
- f) monthly meetings (or as needed) with the Chancellor to discuss employee issues.

A College AFSCME Officer shall be afforded the same opportunity for a representative of his/her choosing.

Representation is defined as any activity in which an employee or College AFSCME representative accompanies, advises or helps in preparation of materials or processes for another employee. In the event the AFSCME representative is a non-employee, notification will be submitted to the Chief Human Resources Officer from the AFSCME Chairperson or Chief Steward. Limitations in representation are subject to the desire of the employee or employees represented, and/or by express limitations in College policy.

Time spent in such representation of an employee, or any of the above mentioned work site visits, shall not exceed 15% (fifteen percent) of a College employee AFSCME representative's work time for each three months in a fiscal year unless additional time is approved for this purpose by the Chief Human Resources Officer. Elected AFSCME officers (5) shall not exceed 25% (twenty-five percent), excluding travel time of a college employee representative's work time for said purposes.

The employee representative's time in such representation must be officially recorded on their time records each pay period and designated as service for AFSCME. Time

spent in representation of AFSCME in College-wide committees, staff council and the Meet and Confer process is specifically excluded from this time.

For the Meet and Confer process, each AFSCME representative will be allowed up to three hours per week (excluding the lunch hour and travel time) to participate in formal discussions and/or to conduct research necessary to the process. It will be the responsibility of the Chief Human Resources Officer to communicate the times and dates, as well as any changes to established times and dates, to the supervisor of the employee representing the employee group, administrative supervisor and others in the supervisory chain who need to know.

No harassment will be tolerated against an AFSCME representative because of his/her membership in the employee representative group, or participation in the legitimate business and/or activities of the employee representative group.

## **B. AFSCME Stewards**

The AFSCME representative shall furnish to the Human Resources Office each year by July 1 a written list of Non-Exempt Employee Unit stewards. Upon request and designation by the employee, an AFSCME steward or representative may investigate and process grievances. Supervisors shall not arbitrarily or capriciously deny release time. For additional information, contact AFSCME leadership at <http://www.pima.edu/faculty-staff/employee-organizations/afscme.html>.

### **1. Attendance of Stewards at Roll Calls or Other Department Meetings – Campus Police**

- a. Any AFSCME representative wishing to address members at a roll call or other Department meeting shall obtain approval directly from the concerned division commanding officer. Only an employee at the rank of Chief or above may grant such approval. If the request is not approved, the representative may appeal the decision to the Vice Chancellor for Facilities, whose decision shall be final.

Management is under no obligation to approve any requests by AFSCME representatives to address employees during roll call.

**Exception:** This Article shall not apply to any representative who is attending department-mandated training, during meetings with management to discuss or resolve mutual problems relating to employer-employee relations, or other meetings of a similar nature.

- b. The College Police Department will grant AFSCME representatives scheduling priority for on-duty presentations at Department facilities to employees regarding other benefits. Such presentations shall not interfere with normal Department operations.

### **C. Paid Time for Grievance**

An employee who has filed a grievance, and a maximum of three employee witnesses who testify orally or by affidavit, shall receive their regular rate of pay for actual work time spent in the processing of grievances.

### **D. AFSCME Leaves of Absence**

The AFSCME representative shall designate in writing to the Chief Human Resources Officer by July 1 of each year officers, stewards, and elected delegates. These may each be granted, with the approval of their supervisor and the Chief Human Resources Officer, up to ten work days without pay in any fiscal year to attend meetings, conventions, and executive board meetings of the local, city, state, regional and parent organizations. Denial of such requests shall be in writing, but is not subject to the grievance procedure.

Employees elected to any AFSCME office or selected by AFSCME to do work which takes them from their employment with the College may, at the written request of the AFSCME representative and upon prior approval of the College, be granted a leave of absence without pay up to a period of one year.

If the employee does not return to work for the College within one year of the start of the unpaid leave, the position is considered abandoned.

### **E. AFSCME Use of Premises and Mail**

Pending availability of space and in accordance with College rules and regulations, the College AFSCME representative may be permitted access to and use of available meeting facilities for AFSCME activities provided they do not conflict with scheduled or necessary College activities, in which event College activities or College-sanctioned activities take priority.

The College AFSCME representative may use the College mail system to distribute notices of meetings and agendas. Said notice will be provided to the District Mail Services for addressing with the employee's name and campus location. AFSCME shall furnish its own consumable supplies and pay any lease costs for printing and copying. A copy of the notice must be submitted to the Chief Human Resources Officer.

Given adequate institutional resources, the College agrees to provide physical and electronic bulletin board space for the exclusive use of AFSCME for posting official notices pertaining to AFSCME business. AFSCME may use College office equipment and copy machines and audio-visual equipment (e.g., slide and film projectors, opaque and screen) when such equipment is not otherwise in use.

## **F. Employer Provisions of Information**

The College shall provide the AFSCME representatives with the following information:

1. On a quarterly basis, a list of classified non-exempt employees, including:
  - a. Name
  - b. Position Title/Position Control Number
  - c. The College shall remit (electronically) deductions made on behalf of the membership to AFSCME Staff on a bi-weekly basis with a list of employees for whom deductions were made.
  - d. List of all terminations, resignations, retirements, leaves of absence, returning from leave of absence and any other separations by the end of each month.
  - e. List of all completed transfers, promotions, demotions, recalls by the end of each month.
2. Copies of all Governing Board packets for Regular and Special meetings; and
3. Notification of the existence of and the access to data and information relevant to grievances by the AFSCME representative provided the employee has authorized the release of such information. Information regarding the existence of discrimination complaints covered by the Equal Opportunity/Affirmative Action and Sexual Harassment policies shall be provided to the AFSCME representative upon written authorization from the employee. No information will be provided regarding data, testimony, names or other relevant facts obtained from other persons assisting in the investigation of discrimination grievances.
4. Management and AFSCME agree that they will facilitate Meet and Confer by sharing Meet and Confer information received. AFSCME will provide a brief rationale for the request to the Chief Human Resources Officer. The Chief Human Resources Officer or his/her designee will provide to AFSCME, in a timely manner (typically within 10 working days from receipt of the request) requested information necessary to prepare presentations and to develop proposals and conduct Meet and Confer on behalf of AFSCME, provided the information is readily available or not unduly burdensome to obtain. If the information requested exists in a standard electronic format, this information will be available to AFSCME electronically. If Human Resources is unable to provide the information, an explanation will be given in writing.

## **G. Payroll Dues Deductions**

An employee wishing to cancel his/her dues deduction authorization shall provide written notice to the College's AFSCME officers. AFSCME shall submit the names of all employees requesting cancellation of his/her dues to the College's District Payroll Office.

Employees wishing to cancel their membership, or who are facing a financial hardship, or no longer employed in a regular non-exempt position, may withdraw. The employee submits in writing a request to withdraw membership to the College's AFSCME officers. AFSCME officers will forward the stop payment request to the employee, to Human Resources, and to the District Payroll Office. In the event an employee is separated from employment with



the College or goes into an unpaid state for any reason, all obligations for deduction of dues shall cease.

AFSCME shall indemnify and save harmless the College from and against any and all claims, damages or other forms of liability which may arise out of or by reason of any action taken by the College or AFSCME for the purpose of complying with the section.

## **H. AFSCME PEOPLE**

A voluntary contribution, which can be paid through payroll deduction when authorized in writing by a union member, to the union's political action organization, "Public Employees Organized for Political and Legislative Equality (PEOPLE)."

## **I. AFSCME Representation on College Committees and Work Groups**

The following are committees and work groups for which AFSCME and the College have agreed require AFSCME representative participation:

- Meet and Confer
- PDF - Professional Development Funds
- PGP - Professional Goals Progression Plan
- Safety Committee
- Benefits Committee
- Common Language Committee
- Labor Management Meeting
- Educational Leave Committee
- Compensation Studies
- Job Reviews

It is the responsibility of the College's AFSCME Division Chairperson to provide the College's Human Resources Vice Chancellor with the names of AFSCME committee representatives. It is the responsibility of the Chairperson of each committee to notify both AFSCME and Human Resources of the empty AFSCME seats.

## **J. Outsourcing**

AFSCME representatives will be permitted to make recommendations to the College for the purpose of contracting out College work currently performed by the non-exempt employees. AFSCME will also be invited to participate on all discussions as they relate to contracting out of employee duties outside of state contracting guidelines.

AFSCME will be informed of any recommendations for contracting of work presently performed by the non-exempt employees who would be impacted directly by a reduction in the number of regular full-time employee positions.

AFSCME shall also be permitted to make recommendations to the College in the hiring of any consultant for the purposes of studying and/or recommending changes to the current classification and compensation system.

## APPENDIX A: Job Titles 2017/2018

<b><u>Series Title</u></b>	<b><u>Classification Title</u></b>	<b><u>Range</u></b>
<b>Facilities Coordination</b>	Facilities Coordinator	B22
<b>Facilities/Maintenance/Trades</b>	Trades/Maintenance Technician	A11
	Trades/Maintenance Specialist	B21, 22, 23
	Trades/Maintenance Specialist, Advanced	B24
	Trades/Maintenance Supervisor	B32
<b>Fiscal Support</b>	Fiscal Support Assistant	A12
	Fiscal Support Technician	A13
	Fiscal Support Specialist	B23
<b>General Administrative Support</b>	Support Assistant	A11
	Support Technician	A12
	Support Specialist	B22
	Support Coordinator	B24
<b>Human Resources</b>	Human Resources Specialist	B23
<b>Information Technology</b>	Information Technology Technician	B22
	Information Technology Specialist	B24
<b>Instructional Laboratory Support</b>	Laboratory Assistant	A11
	Laboratory Technician	A13
	Laboratory Specialist	B23
	Laboratory Supervisor	B32
<b>Instructional Support</b>	Instructional Media Technician	A12
	Instructional Media Specialist	B22
	Instructional Media Coordinator	B31
<b>Library</b>	Library Services Technician	A13
	Library Services Specialist	B22
<b>Marketing and Communications</b>	Marketing & Communications Specialist	B22
<b>Materials Management</b>	Materials and Inventory Control Specialist	A12
	Materials Management Supervisor	B32
<b>Media Support</b>	Printer Operator	A11
	Media Specialist	B23
	Printer Supervisor	B23

<b>Production Theater</b>	Theater Technical Coordinator	B23
<b>Program Coordination</b>	Assistant Program Coordinator Program Assistant	B21 B23
<b>Public Safety- Police Officer</b>	Police Officer-In-Training Police Officer Corporal Police Sergeant  Community Services Officer	PS0 PS1 PS2 PS3  A11
<b>Public Safety-Dispatcher</b>	Public Safety Dispatcher Public Safety Dispatch Supervisor	B22 B32
<b>Public Safety</b>	Public Safety Administrative Services Specialist	B24
<b>Research</b>	Research Specialist	B23
<b>Student Services</b>	Student Services Technician Student Services Specialist Student Services Advanced Specialist	A13 B23 B32

**APPENDIX B: Classified Non-Exempt Staff Salary Schedule, FY 2017/2018**

Step	Grade									
	A11	A12	A13	B21	B22	B23	B24	B25	B31	B32
<b>1</b>	\$13.88	\$14.98	\$16.04	\$17.12	\$18.21	\$19.30	\$20.66	\$22.25	\$20.66	\$22.25
<b>2</b>	\$14.23	\$15.35	\$16.44	\$17.55	\$18.67	\$19.78	\$21.18	\$22.82	\$21.18	\$22.82
<b>3</b>	\$14.59	\$15.73	\$16.85	\$17.99	\$19.13	\$20.27	\$21.70	\$23.38	\$21.70	\$23.38
<b>4</b>	\$14.94	\$16.13	\$17.27	\$18.44	\$19.61	\$20.78	\$22.24	\$23.97	\$22.24	\$23.97
<b>5</b>	\$15.32	\$16.53	\$17.70	\$18.90	\$20.10	\$21.30	\$22.81	\$24.58	\$22.81	\$24.58
<b>6</b>	\$15.70	\$16.95	\$18.14	\$19.37	\$20.61	\$21.83	\$23.37	\$25.18	\$23.37	\$25.18
<b>7</b>	\$16.10	\$17.38	\$18.59	\$19.86	\$21.13	\$22.38	\$23.95	\$25.82	\$23.95	\$25.82
<b>8</b>	\$16.50	\$17.82	\$19.05	\$20.36	\$21.66	\$22.93	\$24.56	\$26.47	\$24.56	\$26.47
<b>9</b>	\$16.91	\$18.28	\$19.53	\$20.86	\$22.19	\$23.50	\$25.16	\$27.13	\$25.16	\$27.13
<b>10</b>	\$17.33	\$18.74	\$20.01	\$21.38	\$22.76	\$24.09	\$25.80	\$27.81	\$25.80	\$27.81
<b>11</b>	\$17.76	\$19.21	\$20.50	\$21.91	\$23.32	\$24.69	\$26.45	\$28.51	\$26.45	\$28.51
<b>12</b>	\$18.20	\$19.69	\$21.01	\$22.47	\$23.90	\$25.32	\$27.11	\$29.21	\$27.11	\$29.21
<b>13</b>	\$18.66	\$20.18	\$21.54	\$23.02	\$24.51	\$25.95	\$27.79	\$29.94	\$27.79	\$29.94
<b>14</b>	\$19.12	\$20.69	\$22.08	\$23.60	\$25.11	\$26.60	\$28.48	\$30.69	\$28.48	\$30.69
<b>15</b>	\$19.59	\$21.21	\$22.62	\$24.19	\$25.75	\$27.25	\$29.19	\$31.46	\$29.19	\$31.46
<b>16</b>	\$20.08	\$21.73	\$23.19	\$24.79	\$26.39	\$27.93	\$29.92	\$32.26	\$29.92	\$32.26

**Public Safety Officer Classified Staff,  
Hourly Pay Schedule, FY 2017/2018**

Step	Grade			
	PS0	PS1	PS2	PS3
1	\$21.19	\$23.30	\$25.63	\$29.47
2	\$21.71	\$23.88	\$26.26	\$30.22
3		\$24.48	\$26.92	\$30.98
4		\$25.09	\$27.59	\$31.74
5		\$25.72	\$28.28	\$32.53
6		\$26.35	\$29.00	\$33.34
7		\$27.02	\$29.73	\$34.18
8		\$27.69	\$30.46	\$35.04
9		\$28.38	\$31.22	\$35.92
10		\$29.09	\$32.01	\$36.83
11		\$29.82	\$32.81	\$37.75
12		\$30.58	\$33.63	\$38.68
13		\$31.33	\$34.46	\$39.66
14		\$32.11	\$35.32	\$40.64
15		\$32.92	\$36.20	\$41.67
16		\$33.74	\$37.11	\$42.71

## **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 non-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.

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

## **APPENDIX D: Non-Exempt Staff Step Progression Plan and Criteria**

Effective July 1, 2005  
Revised effective July 1, 2008

### **STATEMENT OF PURPOSE:**

Non-exempt staff step progression (i.e., Professional Goals Plan) will focus on employee development to meet individual and organizational needs in support of the College mission.

As employees pursue and attain professional growth, significant benefits also accrue to the College in the form of increased transfer of knowledge, skills, and abilities, higher productivity, improved satisfaction and retention. Step advancement within a salary grade is one way for the College to formally recognize, encourage and reward contributing employee gains through monetary increases.

The Step Progression Plan is established by the employee for their own professional growth and development and as such, time spent on achievement, other than to attend College sponsored professional development training, shall be on the employee's own time. Employees may, with the approval of their immediate supervisor, adjust their work schedules to permit time to take College credit courses during normal working hours, so long as the 40-hour work week is observed.

The Employee Step Progression Committee established the following tests that step criteria should meet. Criteria for step advancement should be:

- a. Achievable; realistic (can be obtained in a reasonable amount of time)
- b. Attainable (equal opportunity to obtain)
- c. Verifiable (documented)
- d. Distinguishable between one person and another
- e. Incremental (new since last assessment)
- f. Cumulative (achievements toward a step can carry over to future year(s) until step is received)
- g. Relevant to job or College career
- h. Significant work, requiring effort by employee
- i. An additional contribution (not recurring effort such as repeating college coursework)

### **CRITERIA FOR STEP ADVANCEMENT**

A) Threshold test – To be eligible, the regular non-exempt employee must meet the following criteria at time of the final Plan review:

- Not subject to a Performance Improvement Plan or a Disciplinary action
- A regular employee (not on initial probation)



- Perform satisfactorily (no current documented performance problems or an annual performance evaluation overall rating of „Needs Development“)

B) Step advance criteria - The committee identified multiple ways in which an employee could attain professional growth and established criteria for equivalency of effort for each of the identified criteria. Criteria previously accepted for step advancement in an employee's Professional Goal Plan cannot be resubmitted in future plans.

The following criteria for step advancement as stated below equate to 75 contact (clock) hours or reflect a corresponding amount of effort above standard performance.

OPTION A: Any combination of the following criteria 1-8 can be used to equate to completion of 75 contact hours.

1. Completion of 5-credit hours of college-level course work from an accredited college or university with a grade of C or better (education should be related to the job or other employment at the College). Courses must be related to job performance and/or career path. Fitness and wellness classes will not apply unless it is clearly demonstrated that they are directly related to the professional duties of the employee's current classification with Pima Community College, OR
2. Completion of 75 contact hours of professional development courses sponsored by Pima Community College, OR
3. Completion of 7.5 C.E.U (Continuing Education Units) or 75 contact hours attending professional conferences, seminars or workshops or other similar training that acknowledges clock hours (education should be related to the job or other employment at the College), OR
4. 75 contact hours spent designing and presenting in-house PCC professional development training sessions, OR
5. 75 contact hours spent (measured by clock hours) on a Chancellor sanctioned, College-wide standing committee, task force, working group, or selection advisory committee for regular appointments (not as a representative of an employee group), OR
6. Attainment of a technical or professional certification or license issued by a state or nationally recognized agency, professional organization or other similar entity (separate and unrelated to work in category 1 – 3 above), (technical or professional certification or license should be related to the job or other employment at the College and equivalent effort of 75 contact hours), OR
7. 75 contact hours spent in a college required or approved cross-training assignment in different position, other than the employee's regular position, for which no additional compensation is received, OR

8. 75 hours of voluntary community service work (secular activity) performed outside of the job (i.e., not performed while on paid College time other than district wide activities approved by the Chief Human Resources Officer) for a recognized public or non-profit agency that aligns with the position or individual's career goals, or which supports the College's Plan.

**OPTION B:**

Completion of an Individual Enrichment Plan equivalent to 75 clock hours. The plan should encompass activities, apart from the employee's regular assigned tasks, which will benefit the organization and increase the efficiency and effectiveness of services, functions and/or service areas relevant to the employee's current job classification. The activities chosen by the employee must be measurable, substantiated in a report and with supervisor agreement as to the relevance, documented showing proof of completion. Failure of the employee and supervisor to reach agreement on an Individual Enrichment Plan is not grievable.

**OPTION C:**

A combination of Option A and Option B equivalent to 75 clock hours.

**PROCESS:**

Process is designed to utilize technology as much as possible. For ease of access by the employee, the Professional Goals Plan (PGP) form will be available on-line. If feasible, completed Professional Goals Plan (PGP) forms will be submitted electronically for committee review and action.

**COMPOSITION OF STEP PROGRESSION COMMITTEE:**

The Step Progression Committee composition will remain: two members from Human Resources, one member from Finance, one non-employee group affiliated member and two AFSCME members.

**PLAN DEVELOPMENT:**

1. Employee completes Professional Goals Progression Plan (PGP) identifying the specific objectives and/or activities to be accomplished, after June 1, 2014. The PGP time period for Fiscal Year 2014-2015 will be from June 2, 2014 to June 1, 2015. Employee may complete his/her PGP at any time during this period of time.
2. Employee submits PGP to supervisor for review.
3. Supervisor meets with employee to discuss Professional Goals related to the job, or other employment at the College.

4. Supervisor verifies Professional Goal objectives have been discussed with employee (Option A). Supervisor approval is required for Individual Enrichment Plan activities (Option B). All time spent in the completion of the Individual Enrichment Plan must be performed during College work-time with prior approval by the supervisor. The Supervisor submits form to administrator (i.e., Assistant Vice Chancellor, Dean, Vice Chancellor or President) for signature approval within 10 working days, with or without comments.
5. Administrator reviews employee's Professional Goals and indicates agreement or disagreement with each goal identified by the employee (explain why disagree). Administrator indicated satisfactory performance (i.e., no documented performance issues in effect).
6. Administrator signs and submits PGP to Human Resources within 10 working days.
7. Human Resources reviews PGP submittals for completeness and tracks submittals to disposition.

**PLAN REVIEW:**

1. The Step Progression Committee will meet periodically throughout the fiscal year to review PGPs and to ensure activities and objectives in the plan satisfy the requirements for step advancement (both at the initial and final review stages).
2. At the end of each review meeting, the Step Progression Committee will recommend to the Chief Human Resources Officer the names of employees with PGPs that will meet, and will not meet, requirements for step advancement.
3. Upon approval of Chief Human Resources Officer, Human Resources will notify employee and supervisor on the results of the Step Progression Committee's review. PGPs will be returned to the employee.

**CHANGES TO THE PLAN:**

1. An employee may revise and resubmit his/her PGP to Human Resources for reevaluation of changes by the Step Progression Committee.
2. Human Resources returns the reevaluated form to the employee with notification of the disposition.

**PLAN APPROVAL:**

1. Upon completion of the PGP (plan should be submitted as soon as completed, but may be submitted at any time during the fiscal year no later than June 1), employee submits supporting documentation to Human Resources. The appropriate school, agency, licensing entity, etc., must issue the supportive documentation.

Employees who have obtained approval of and successfully completed their PGP with supportive documentation no later than June 1 will be eligible to receive one-step advancement effective July 1 of the new fiscal year subject to Board funding and approval (may be applied retroactively).

2. The Human Resources Department transmits a list of employees who have successfully completed their Professional Goals Progression Plans to the Payroll Office for further processing for step advancement.
3. Activities that are not accomplished in one plan year may be carried forward into future Year's PGP upon request, on or before June 1, by the employee.
4. 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.
5. A non-exempt employee who serves in an acting exempt position and returns to non-exempt status will be granted a step on the non-exempt salary schedule if he or she satisfactorily satisfies either the nonexempt or exempt step criteria plan.
6. The Step Progression Committee will review PGPs and supporting documentation to determine if the criteria for step advancement have been met and will recommend to the Chief Human Resources Officer the names of employees with completed plans. The committee will provide explanation for denial of a PGP to the Chief Human Resources Officer.
7. Upon review by the Chief Human Resources Officer, the employee and supervisor will receive notification of the evaluation results.
8. Employees who have successfully completed their plans must continue to meet the threshold test through the end of the fiscal year in order to be eligible for step advancement.

## **RECONSIDERATION**

1. If an employee believes his or her initial or completed plan has been inappropriately denied, the employee may request reconsideration from the Chief Human Resources Officer within 30 days of receiving the notice.
2. The Chief Human Resources Officer, whose decision is final in the matter, will provide a written determination to the employee.

## **STEP ADJUSTMENTS – FISCAL YEAR 2014/2015**

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.

An employee may not accumulate more than one step to be held in abeyance.

## **APPENDIX E: Police Matrix System Task Force**

---

AFSCME, the Chief of Police, and the Vice Chancellor of Facilities have met and agreed that a Police Matrix System is critical to the Policies and Procedures that directly impact the Police Department. This is to bring clarity and consistency to College Police disciplinary actions.

## **APPENDIX F: Guidelines for Classified Non-Exempt Paid Educational Leave Program**

---

### **§100: PURPOSE**

1. The purpose of the Non-Exempt Paid Educational Leave Program is to provide classified Non-Exempt employees an opportunity to further their career and employment goals through the completion of a Bachelor's, Master's, or Doctoral Degree from an accredited institution or a certification recognized by the industry or professional organization.

### **§ 200: ADMINISTRATION**

1. The Non-Exempt Professional Development Work Group, with the approval of the Chancellor, or his/her designee, shall implement and administer this program.
2. In the event that the program herein stated does not address itself to specific procedures, the decisions of the Non-Exempt Professional Development Work Group as approved by the Chancellor, or his/her designee, shall be final and binding.

### **§200.1: WORK GROUP COMPOSITION**

1. The Work Group shall be composed of the Non-Exempt Professional Development Work Group. A Work Group Chair shall preside at all meetings.

### **§ 300: PROGRAM FUNDING**

1. Funding for the Non-Exempt Paid Educational Leave Program shall be allocated by Pima Community College to support the paid leaves granted. This funding to support leaves, in the aggregate, will total no more than twelve (12) months per fiscal year.
2. Funding will be allocated to the department of the employee granted the professional development leave. The amount will be equal to the cost of a replacement for that employee during the leave time.

### **§400: WORK GROUP DUTIES**

1. The duties of the Work Group shall be to:
2. Determine and establish appropriate procedures and guidelines regarding the governance, operation and accountability of the Work Group and Recipients;
3. Prepare and distribute application forms;
4. Screen and select applicants; and
5. Make recommendations to Human Resources

### **§500 ELIGIBILITY**

1. Paid educational leave may be granted to a classified non-exempt employee who:

- A. Has been a regular, full-time employee for Pima Community College for five (5) consecutive years;
  - B. Can provide evidence that the stated degree program can be completed at an accredited institution during the time of the leave which in any case will not exceed six (6) months; and
  - C. Can demonstrate the relationship of the degree being sought to his/her current employment or to another career goal.
  - D. Have not already received 12 months of paid educational leave and have not already received paid educational leave for the degree sought.
2. For the applicant who is attending school in a non-traditional program, it must be demonstrated that, in addition to A and C above, his/her educational program will require time that would constitute the equivalency of a full-time student as determined by the Work Group. Time granted would be for the period that this program requires for completion, and will not exceed six (6) months.

**§600: GENERAL GUIDELINES & PROCEDURES FOR APPLICATION**

- 1. An eligible non-exempt employee may be granted up to six (6) months of paid leave at one time. Subsequent leaves may be granted to complete other degrees but the total time granted an eligible non-exempt employee may not exceed twelve (12) months.
- 2. Each applicant will be required to submit a fully completed and signed Classified Non-Exempt Staff Request for Paid Educational Leave Form which:
  - A. Is signed by the applicant's supervisor and Campus President or appropriate District Administrator.
  - B. Has attached a copy of the degree program advisement sheet completed by a University/Institution advisor, which shows the course work completed and the course work remaining to obtain the degree.
  - C. Application forms and instructions can be found on the College intranet.

**§ 600.1: SELECTION CRITERIA**

- 1. The criteria for selection will include, but not be limited to:
  - A. Eligibility as outlined in §500 and the satisfaction of the Work Group based on review of the information required in §600;
  - B. The date of receipt of the initial completed application form;
  - C. The availability of paid educational leave time; and
  - D. The applicant's past academic performance.
- 2. The Non-Exempt Professional Development Work Group shall review the application for completeness and supporting documentation.
  - A. Once the Work Group review is completed, the request shall be forwarded to the specified Human Resources designee for further review and approval.
  - B. Organizational Effectiveness and Development (OED) will contact the applicant regarding approval or disapproval of the leave.



3. In the event that 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. The Work Groups' recommendation shall be final and binding.

### **§600.2 COMPENSATION AND RETURN TO WORK REQUIREMENTS**

1. Employees granted a paid educational leave will continue to receive compensation and all current benefits including:
  - A. Full pay in accordance with the normal pay periods and procedures;
  - B. Medical, dental and other benefits;
  - C. Normal progression on the salary scale;
  - D. Continued vacation and sick leave accrual; and
  - E. Continued accumulation of employment time for purposes of state retirement and College recognition.
2. The following provisions shall govern upon a Non-Exempt employees' return to work from Paid Educational Leave:
  - A. For placement upon return to work, in order, the employee will be assigned to:
    - i. His/her previous position if that position has not been eliminated;
    - ii. A position of equal grade and step with similar job requirements; or
    - iii. To a position agreed upon prior to the beginning of the leave.
3. The determination of any changes 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.
  - A. Upon returning from leave the employee will submit to his/her supervisor and Human Resources, within sixty (60) days, evidence that the degree sought has been awarded.
  - B. The employee shall return and work for the College an equal amount of time for which they were granted leave.
  - C. This, however, shall not prevent the employee from applying for other employment opportunities within the College.

### **§ 600.3: RECIPIENT NOTIFICATION REQUIREMENTS**

1. Within thirty (30) days of the semester/term start date the employee must provide to OED or the specified 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.**
2. If a 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. The Employee Service Center in collaboration with Human Resources will work with the employee to identify forms of eligible leave so that the employee will continue to receive benefits as appropriate.

3. **Failure on the part of the recipient to complete his/her degree, make the agreed upon progress during the granted leave or return to work at the College for the required period after the granted and exercised leave, will result in the following action:**
- A. Human Resources will conduct an investigation and based upon the findings, determine the appropriate action to be taken which may include:
    - i. Recipient to repay the College the cost of the salary and benefits given the employee during the leave period;
    - ii. Requirement to utilize an alternate form of leave during the leave period;
    - iii. Other disciplinary actions as indicated in the Personnel Policy Statement.
  - B. Human Resources will notify the Non-Exempt Professional Development Work Group of successful and unsuccessful completions of Paid Educational Leave.
  - C. Human Resources will not provide any additional details to the Work group regarding whether or not disciplinary actions were taken.
  - D. 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.

# INDEX

---

## A

Acting Assignment.....	19
AFSCME .....	1, 44
AFSCME PEOPLE.....	45
AFSCME Representation on College Committees and Work Groups.....	45
AFSCME Leave of Absence.....	43
Attendance at Roll Call, Dept Meetings.....	42
Employee Unit Representative .....	41
Employer Provisions of Information .....	44
Meet and Confer .....	42
Payroll Dues Deductions .....	44
Stewards.....	42
Use of Premises and Mail .....	43
Annual Leave .....	27
Accrual and Accumulation .....	27
Denial .....	29
Emergency Annual Leave.....	29
Emergency Payout .....	29
Requesting and Using .....	28
Separation from Employment/Transfer .....	29

## B

Benefits	
Benefit Eligibility -9 month work schedule.....	3
Benefit Eligibility Probation .....	6
Bilingual Skills .....	24
Breaks .....	6

## C

Call Back Pay.....	23
Career Development .....	40
Change to Lower Classification	
Involuntary.....	18
Voluntary.....	18
Criteria for Step Progression Plan.....	52
Compensation .....	18
Compensatory Time Off .....	21
Competitive Selection .....	18
Continuous Operation.....	5

<b>E</b>	
Environmental Health and Safety .....	8
Personal Protective Equipment .....	9
Uniforms and Other College Required Equipment .....	10
Externally Funded Position.....	16
<b>F</b>	
Flex Year Option .....	3
Full-Time Regular Employees .....	2
<b>G</b>	
Guidelines for Classified Non-Exempt Paid Educational Leave 's or Program .....	59
<b>H</b>	
Holiday and Recess.....	25
Holiday and Recess Pay.....	22
<b>I</b>	
Involuntary Transfers, Reassignments and Temporary Deployments.....	12
<b>L</b>	
Lead Assignments.....	51
Lead Pay .....	18
Selection Process .....	15
Leaves .....	26
Extention of.....	27
Maintenance of Position.....	27
<b>M</b>	
Meal Periods.....	4
Police, Community Service Officers and Police Dispatchers .....	5
Meet and Confer .....	1, 41
<b>O</b>	
On-Call Pay .....	23
Organizational Realignment/Repurposing.....	15
Outsourcing.....	45
Overtime.....	20
Refusal of .....	20
Required to Work.....	20

**P**

Paid Time for Grievance .....43  
Pay Periods .....24  
Performance Evaluation .....11  
Probation Period .....6  
    Complaints .....8  
    Disciplinary Probation .....8  
    Initial Hire Period, Actions .....7  
    Initial Hire Probation .....6  
    Initial Hire Probation Duration .....6  
    Police Officer .....6, 7  
    Position Change Probation .....7  
    Position Change Probation Actions .....7  
    Position Change Duration .....7  
Professional Development .....34  
    Educational Leave .....39  
    Enrichment Fund Criteria .....35  
    General Rules and Procedures for Application .....36  
    Other Sources of Funding .....39  
    Participation in Development .....40  
    Roles and Responsibilities in Administration .....38  
    Working Group .....34  
Promotions .....18

**R**

Recall .....14  
    Externally Funded Positions .....17  
Reclassification .....19  
Reduction in Force .....12  
Resignation Without Notice .....27  
Return to Work from Work Related Injury .....17

**S**

Salary  
    Job Titles and Salary Range .....47  
    Maximum Salary Placement .....19  
    Salary Equity .....19  
    Salary Schedules .....49  
Section I. General Information .....1  
    A. Policy Statement .....1  
Section II. Conditions of Work .....4  
Selection Process for Vacancies .....16  
Seniority .....11, 12  
    Initial Hire Probation .....7

Shift Differential .....	19
Sick Leave .....	30
Accrual and Accumulation .....	31
Purposes and Use of Sick Leave.....	30
Requesting and Using .....	31
Transfer of Sick Leave to Annual Leave .....	32
Step Progression Plan .....	52

**T**

Task Force- Police Matrix System.....	58
Temporary Assignment of Duties.....	21

**W**

Work in a Higher Classification.....	22
Work Schedule	
Changing Work Schedules .....	5
Flexing Within Work Week .....	4
Schedules, Shifts and Locations.....	5
Work Day.....	4
Work Week .....	4