Section I: General Information
G. Conflict of Interest
   1. Pecuniary or Proprietary Interest - New statement indicating employees are prohibited from agreeing to endorse a product or service of a commercial nature without prior approval by their supervising administrator.

H. Personnel Records
   1. Establishing and Maintaining Personnel Records – New sentence to clarify supervisor records are deleted or destroyed within one year after the employee transfers or terminates.

Section II. Employment
A. Employment Status and Compensation
   1. Regular Employees – New sentence to state contract term for executive administrators may be for two (2) fiscal years. The contract term for the Chancellor’s employment will be determined by the Governing Board.

B. Competitive Employment for Regular Positions
   3. Notice of Job Vacancies – Update information on how vacant jobs are posted to reflect the current on-line application process.

D. Accounting for Work and Leave
   Change the procedures for reporting work time in accordance with the process for new electronic time entry system.

Section III. Benefits
I. Educational Benefits/Tuition Waiver
   1. Full-Time Regular Employees – Change from “dependent children” to “qualifying child(ren)” in accordance with the Internal Revenue Code definition. Add a footnote to explain what constitutes a “qualifying child” and reference the requirements of the Internal Revenue Code 26 U.S.C. 152(c).

Section IV. Leaves
B. Personal Days
   Clarify the personal day provision to state a request for personal day(s) can be taken in half-day or full day increments.

I. Leave Under the Family and Medical Leave Act
   7. Determining Remaining Balance of Family and Medical Leave – New
   Add language to explain the provisions of a rolling 12-month period upon which FMLA leave eligibility is determined.

Section V. Code of Conduct/Discipline
B. Code of Conduct and Standards of Behavior for Employees
Add new – Pima Community College employees will show mutual respect for others, basic courtesy reciprocity (treating others as we wish to be treated), and behaviors that create a positive environment in which to learn and work. College administrators will set the tone for civil behavior through their professional conduct and leadership. All members of the College community will create a positive environment characterized by considerate and principled conduct.

k. clarify tape recording or transmitting conversations is not permitted without the express permission of all parties.

C. Reporting Violations of Law and College Policy (Whistle-blowing)

o Add additional information to clarify the provisions under Arizona Revised Statutes for whistle-blowing.

E. Investigations

o 1. Investigations – Add language indicating complaints against the Chancellor shall be referred to the Employee Relations Office, Board of Governors Chair, the College’s Legal Counsel or the College’s ethics and compliance hotline.

Section VII. Employee Representative

B. Dues Deductions

o Modify to allow fulltime employees to authorize an employee group to deduct employee group membership benefits in addition to dues.

Appendix I. NEW

Add – College contacts to help with a complaint

Personnel Policy Statement for Non-Exempt Staff
Changes for 2012/2013
Approved by the Board of Governors June 20, 2012

Non-Exempt Personnel Policy Statement

Section II. Conditions of Work

A. Work Week – delete reference to compensatory time

H. Probation Period

o 1. Initial Hire Probation – modify initial hire probation period to conclude six months after completion of the Field Training Officer Program.

o 2. Position Change Probation – b. Modify to conclude six months after completion of the Field Training Officer Program.

I. Environmental Health and Safety – update the general responsibilities of the non-exempt safety committee.

Section III. Employment

F. Selection Process for Lead, Acting, Transfer and Reassignment – expand opportunities for acting assignments from the work unit to throughout the District.
Section IV. Compensation
A. **Compensation** – Update to reflect a 3.5% compensation increase for non-exempt staff to be applied to 1) funding for individual employee step advancement for those employees who have completed the provision for step advancement and 2) increase the salary schedule for non-exempt employees by the percentage based upon the residual amount remaining.

C. **Shift Differential** – Modify shift differential pay for web time entry process. Second shift will start at or after 6:00 pm and at or after 7:00 am on Saturday up to 10:00 pm on Sunday. Department of Public Safety personnel assigned to a shift for a time period greater than one pay period will receive a shift differential stipend.

E. **Compensatory Time Off** – modify provision for compensatory time to reflect changes for web time entry. For each hour worked over 40 in one week, one-half hour will be banked as compensatory time and one hour will be paid out to the employee.

H. **Holiday and Recess Pay** – delete provision for compensatory time in lieu of payment when an employee works on a holiday.

Section V. Leaves and Holidays
A. **Holiday and Recess** –
   - Update the dates of holiday and recess days; change the start date for winter recess to December 24th.
   - Add provision for commission and dispatch employees to have the option to bank or be compensated for the holiday or recess day worked.

B. **Leaves**
   - 1. General Provisions – modify language to reflect the supervisor is responsible for ensuring time keeping records for his/her employees(s) are properly completed on a timely basis and submitted in accordance with payroll deadlines.

D. **Sick Leave**
   - 2. Accrual and Accumulations – clarify accrued sick leave may be used from the first day of employment.

Section VI. Professional Development
B. **Roles And Responsibilities Non-exempt Professional Development Working Group**
   - 1. New provision outlining term for working group representatives.
   - 2. New provision to have an ex-officio member, assigned by the Human Resources Officer, to assist the Chair of the Working Group.

C. **Non-exempt Professional Development Enrichment Fund Criteria**
   - Increase professional development funds to $100,000
   - Clarify book purchases are deducted from the employee’s available $2,000 eligibility.

D. **General Rules and Procedures for Application**
   - Add language that forms and procedures are available on the College’s Intranet under Human Resources.
2. Add provision for returning incomplete requests to the applicant.
4. Delete provision for approving request with incomplete documentation.
10. Add provision requiring a “C” or better for reimbursement funds for a credit course.

Appendix D. Committee to Review Classified Non-Exempt Performance Evaluations – Delete

Appendix E. Non-Exempt Staff Step Progression Plan and Criteria – delete language pertaining to plans held in abeyance.

Personnel Policy Statement for Exempt Staff
Changes for 2012/2013
Approved by the Board of Governors June 20, 2012

Section II. Conditions of Work
A. Probation Period
   o 1.d. (2) clarify accrued sick leave may be used from the first day of employment.

III. Employment
A. Externally Funded Positions
   o 3. Add provision for a regular college employee who is notified his/her externally funded position is ended to be eligible to interview and considered for a regular vacant position at the same or lower level salary grade level.

G. Selection Process for Lead Assignments and Acting Assignments - expand opportunities for acting assignments from the work unit to the College District.

J. Additional Work as Adjunct Faculty
   o 5. New provision – is able to be present for primary assignment when accepting a secondary assignment as adjunct faculty.
   o 6. New provision – has the approval of the supervisor and the executive administrator of the home position to assume a secondary assignment.

IV. Compensation
A. Salary – Update to reflect a 3.5% compensation increase for exempt staff to be applied to 1) funding for individual employee step advancement for those employees who have completed the provision for step advancement and 2) increase the salary schedule for exempt employees by the percentage based upon the residual amount remaining.

V. Leaves and Holidays
A. Holidays and Recesses
   o Update the dates of holiday and recess days; change the start date for winter recess to December 24th.

B. Leaves
o Modify supervisory responsibilities for ensuring time/leave report for his/her employee(s) are properly completed in accordance to established deadlines.

o 2. Requesting and Using Annual Leave – clarify supervisor can grant exceptions to the minimum requirement for a two week notice by the employee for request of two or more consecutive days of annual leave.

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

A. Purpose and Funding - Increase professional development funds to $100,000

B. Application and Awarding Process - Add language that forms and procedures are available on the College’s Intranet under Human Resources.

D. Administration and Reporting –
   - 1. Add language indicating the Chief Human Resources Officer shall have final authority for awarding of funds and program implementation.
   - 2. Add language to submit financial reports each fiscal year to the Chief Human Resources Officer

Appendix E. Exempt Staff Step Progression Plan and Criteria – delete language pertaining to plans held in abeyance.

Personnel Policy Statement for Administrators
Changes for 2012/2013
Approved by the Board of Governors June 20, 2012

III. Compensation

A. Salary Program – Update to reflect a 3.5% compensation increase for administrators to be applied to 1) funding for individual employee step advancement for those employees who have completed the provision for step advancement and 2) increase the salary schedule for administrators by the percentage based upon the residual amount remaining.

Delete reference to E83 and E93.

IV. Leaves and Holidays

A. Holidays and Recesses
   - Update the dates of holiday and recess days; change the start date for winter recess to December 24th.

Appendix C: Job Titles

- Realign reference to title of Assistant Vice Chancellor for Academic Services and Vice Provost to salary range E82.
- Realign reference to titles of Provost and Executive Vice Chancellor for Academic Services and Executive Vice Chancellor for Finance and Administration to E92.

Appendix D: Administrators Salary Schedule

- Delete salary ranges E71, E83 and E93.
Appendix F. Administrator Step Progression Plan and Criteria – delete language pertaining to plans held in abeyance.

Personnel Policy Statement for Faculty
Changes for 2012/2013
Approved by the Board of Governors June 20, 2012

Article II. Conditions of Work
A. General Responsibilities
   o Add language that faculty members, with approval, may elect to hold up to 20 percent of their office hours using an electronic format. Faculty members teach a full load of on-line courses may elect to hold up to 80 percent of their office hours using an electronic format. Must be noted in the syllabus. Faculty members are required to be present at the College for meetings and other faculty assignments.

B. Workload, Workload Calculations and Accountability
   o Modify language to clarify what occurs when a faculty member’s regular load is canceled or reduced for reasons beyond his/her control.
   o 4.g. The total faculty load appearing on a faculty member’s approved load sheet will not exceed 25.5 load hours per semester.
   o 5. Rewrite section to include terminology and definition of open center. Realign language for readability and provide examples.
   o 5.i. Add sentence to state the formula used to calculate compensation is .56 load-hour per student per class.
   o 7. Revise to state Educational Support Faculty will communicate approved or modified work schedules with the Library Director or Coordinator of Counseling and Advising.

C. Overload Contracts (Teaching Assignments)
   o 5. Revise to state a maximum overload of 10.5 load hours per semester may be assigned. The maximum is defined as the Total Overload appearing on a Faculty member’s approved load sheet.

D. Professional Enrichment Recognition Award
   o Add process for nomination and application form.

G. Faculty Service and Leadership
   o Add reference to SPG-3106/BB and SPG-3001/AA.

Article IV. Professional Status
D. Campus Faculty Enrichment Funds
   o Modify language to clarify funds in individual faculty accounts must be designated, encumbered, or expended before Campus funds may be used.
   o 1. Add sentence to state if funds remain in the individual faculty member’s account, the proposal must include an explanation of how those funds are designated to be used.
   o 2. Add sentence, Campus Professional Enrichment Funds are to be used solely to cover expenses as defined in the Faculty Professional Enrichment Funds for approved expenditure activity.
I. College-wide Committees and Task Forces
   o 1. Delete
   o 2.d. Delete and add reference to website where information is posted.

Article V. Compensation
A. Faculty Salary
   o Add provision for a one-time adjustment for faculty members on steps 1-4
     hired prior to July 1, 2011 and after July 1, 2007, for re-placement on the
     salary schedule using the criteria from Appendix A and their employment
     experience as a regular faculty member at Pima Community College.
   o One step increase for those faculty members who qualify according to
     Appendixes A and N.
   o Adjustment to faculty entry salary.
   o a. Adjustment to Academic Year Nursing Faculty Salary Schedule for regular
      full-time nursing faculty.

D. Non-Teaching Supplemental Rate
   o Change rate to $31 per clock hour.

F. Overload Rate (Teaching Assignments)
   o Change rate to $735 per load hour. Make additional changes throughout
     personnel policy statement as needed to reflect the overload rate and any rates
     associated with the overload rate.

Article VII. Faculty Professional Development Program
A. Faculty Professional Development Program – General
   o 3. Revise to state two representatives will be elected from the District for
     Educational Support Faculty, one Counselor and one Librarian. Realign
     campus representation to the standing committee.

B. Sabbatical Program
   o Revise to show sabbatical program is reinstated in the 2012-13 academic year.

Article VIII. Transfers
C. Administrator Transfers to Faculty
   o Add new provision for interviewing an administrator who is being considered
     for transfer to faculty.
   o Add sentence a teaching demonstration may be required for administrators
     who have not taught as full-time faculty.
   o Add provision that the Chancellor will be contacted by the President with the
     results of the process.

Article X. Miscellaneous Conditions of Employment
B. Health and Safety
   o Add provision when a faculty member reports working conditions perceived
     to be unsafe, the administrator charged with resolving the issue shall provide
     appropriate feedback to the faculty member on the resolution.

F. Student Code of Conduct
   o Add reference to BP-3504 and website location of the Student Code of
     Conduct.
Unit Guide Flex Year Contracts
  o Add reference to year in which a flex year contract became available.

Appendix B. Unit Guidelines
  o Add under Retention: advising or working with students in PCC non-credit academic preparation programs, for example Prep Academy, Adult Basic Education, and GED preparation.
  o Delete reference to Banner and change to Technology-related Training.

Appendix D. Instructional Faculty Chair Structure
  o 2. Add a new department chair for Northwest Campus.
  o 4.c. Delete reference to the CDAC identifies which courses qualify as significantly different.
  o 4.c. Add provision if a College staff position has been assigned these responsibilities, the department chair may not also receive compensation (or points) for these same responsibilities.
  o 10. Election Process - Add provision when a vacancy is announced in advance, and occurs at the end of the fiscal year, the election will be held within the last four weeks of the spring semester. Department chair terms cannot overlap.

Appendix G. Lead Faculty
  o 2. Compensation – clarify the compensation formula for Lead Faculty includes points for Lead Faculty members who perform the duties below, but are not Department Chairs for the same discipline(s) and campus.

Appendix L. Sabbatical Proposal and Report Cover Forms – modify forms to incorporate changes.

Appendix N. Step Progression Plan – modify language pertaining to plans held in abeyance.

Appendix O: Task Force to Review Loading for Internship Courses (NEW)
  o Add new language establishing a task force to review the Faculty Personnel Policy Statement pertaining to language on loading for workplace learning (internships).