Personnel Policy Changes for 2013/2014
Approved by the Board of Governors June 12, 2013

Personnel Policy Statement for Non-Exempt Staff

Section II. Conditions of Work
A. Work Week – add the time the workweek starts and it ends

H. Probation Period, b. Benefits Eligibility – clarify annual leave may not be used until after completion of the first 3 months of employment

I. Environmental Health and Safety –
   • Update the role of the non-exempt employee safety committee
   • Update the role of the employee and the Environment Health and Safety Office for maintaining a safe working environment
   • Separated the language for uniforms and other College-required equipment from personal protective equipment

Section IV. Compensation
A. Salary –
   • Update to reflect a 3% increase to the Classified Non-Exempt Salary Schedule
   • Add one additional step to the salary schedule (step 16)

C. Shift Differential –
   • Delete the requirement for an employee to be full-time
   • Clarify the shift differential for public safety staff is compensation and not a stipend
   • Clarify the amount per pay period for shift differential compensation is prorated if less than 40-hours
   • Add overtime calculations will be in accordance with Section IV.D. Overtime

G. Temporary Assignment of Duties Outside of the Classification (New) – recognize compensating employees for the temporary assignment of higher, advanced level duties outside of the employee’s current grade (different from compensation for work in a higher classification - Internal Competitive Process)

H. Work in a Higher Classification (Range) – clarify process for requesting and compensating an employee for working-out-of-classification assignment

Section V. Leaves and Holidays
A. Holidays and Recesses – update the dates of holiday and recess days; change the start for winter recess to noon on December 24th
B. Annual Leave, 1. Accrual and Accumulation – change the maximum accrue for employee with less than 10 years of service to 304 hours and for employees with more than ten years of service to 320 hours

D. Sick Leave
- 1. Purpose and Use of Sick Leave - Expand the definition of immediate family to include step-parent, step-child, brother, sister, parent-in-law, grandparent and grandchild
- 4. Transfer of Sick Leave to Annual Leave – clarify to be eligible the employee must be full-time regular and have passed initial hire probation; delete transition language

Section VI. Professional Development
A. Professional Development Program - add language to state the fund is also for employee’s growth and development to support the College’s mission

B. Roles and Responsibilities Non-Exempt Professional Development Working Group – add clarification where needed
- Increase group size with a provision for the chairperson to be a non-campus representative
- Clarify up to 50% of the Working Group’s membership will be designated by AFSCME
- Define meetings are scheduled monthly and at least five members must be present for any action to be taken
- Clarify the Working Group’s responsibility to notify non-exempt employees on prior fiscal and current year funding activity

C. Non-Exempt Professional Development Enrichment Fund Criteria
- Delete the word full-time to allow any regular non-exempt employee to apply for funding
- Modify to allow employees to only receive funding for out of state conferences every other year
- Moved paid educational leave to a new section

D. General Rules and Procedures for Application
- Add provision to return incomplete applications back to the employee
- Clarify completed requests approved are funded on a first come-first service basis from available funds
- Clarified if a non-exempt employee is selected for an exempt position, the individual is no longer eligible to use the funds

F. Other Sources of Funding – new language to clarify an employee is eligible for College professional development funds even if pursuing additional sources of funding; inform employees of their responsibility to disclose additional sources of funds to the relevant Federal aid office
G. Education Leave

- Delete the word full-time to allow any regular non-exempt employee to apply for education leave
- Clarify provision for paid education leave (separate from professional development funds)
- Change the approval for a long-term education leave from the employee’s supervisor to his/her Executive Administrator

Section VII. Non-Exempt Employee Unit

A. Non-Exempt Employee Unit Representative - clarify the role of the College AFSCME representative in the workplace versus a non-employee AFSCME representative

F. Employer Provisions of Information – add a provision for quarterly reporting to AFSCME general information on regular non-exempt employees

Appendix A. Job Titles – update to reflect changes from the cyclical review process

Appendix B. Classified Non-Exempt Salary Schedule – update to reflect the 3% lift to the salary schedule and the additional step 16

Appendix D. Non-Exempt Staff Step Progression Plan and Criteria –
- Criteria for Step Advancement - delete the word full-time to allow any regular non-exempt employee to participate in the program and earn a step
- Step Adjustments – add provision for step plans completed and approved in fiscal year 2012/13 to be held in abeyance.

Personnel Policy Statement for Exempt Staff

Section I. General Information

C. Exempt Staff Basic Responsibility – add statement that exempt employees will maintain currency in their area of specialization or assignment and attend training deemed by the College as required

Section III. Employment

J. Additional Work as Adjunct Faculty – change to allow regular exempt employees to instruct no more than six load hours concurrently

Section IV. Compensation

A. Salary –
- Update to reflect a 3% compensation increase to be applied to step increases for those employees who completed the process for step advancement
- Increase the salary schedule by the residual amount remaining
B. Salary Administration Practices -
   • 8. Reclassification of positions – add a new provision upon reclassification of a position initiated by the employee/supervisor to result in a 7.5% adjustment, or Step 1 of the new classification, whichever is appropriate.

C. Cyclical Review – clarify cyclical review is the study of all exempt classifications

D. Temporary Assignment of Duties Outside of the Classification (New) – recognize compensating employees for the temporary assignment of higher, advanced level duties outside of the employee’s current grade (different from compensation for work in a higher classification - Internal Competitive Process)

E. Work in a Higher Classification (Range) – clarify process for requesting and compensating an employee for working-out-of-classification assignment

Section V. Leaves and Holidays
A. Holidays and Recesses – update the dates of holiday and recess days; change the start for winter recess to noon on December 24th

D. Sick Leave
   • 1. Purpose and Use - expand the definition of immediate family to include step-parent, step-child, brother, sister, parent-in-law, grandparent and grandchild
   • 4. Transfer of Sick Leave to Annual Leave – clarify to be eligible the employee must be full-time regular and have passed initial hire probation; delete transition language

Section VI. Professional Development Educational Enrichment and Paid Educational Leave Programs
A. Purpose and Funding
   • Add language to indicate when an employee is on a College paid educational leave s/he cannot work in any capacity for the College

B. Application and Awarding Process
   • Other Sources of Funding – add new language to clarify an employee is eligible for College professional development funds even if pursing additional sources of funding; inform employees of their responsibility to disclose additional sources of funds to the relevant Federal aid office

C. Eligibility - delete the word full-time to allow any regular exempt employee to apply for professional development

Section VII. Association
C. Employer Provisions of Information - add a provision for quarterly reporting to ACES general information on regular exempt employees

Appendix B. Classified Exempt Salary Schedule – update the salary schedule by the residual amount remaining after steps are awarded
Appendix E. Exempt Staff Step Progression Plan and Criteria

- **C. Process for Step Advancement** - delete the word full-time to allow any regular exempt employee to participate in the program and earn a step.

- **D. Submission of Step Progression Plan**
  - 6. Delete requirement to forward a copy of the approved SPP to the Human Resources Office
  - 7. Add sentence to state supervisors may not require a modification of an approved SPP.

- **J. Overview of Criteria and Categories** – reword criteria to better clarify what measurable activities are required.

Appendix G. Task Force to Review Section III.B. & Appendix E. (New) – establish a task force to review and propose changes to the language on Employee Evaluations (Section III. B. Performance Evaluation and Appendix E: Exempt Staff Step Progression Plan and Criteria.)

Faculty Personnel Policy Statement

**Article II. Conditions of Work**

**A.3. General Responsibilities**

- Add language for faculty who are conducting electronic office hours to include: electronic office hours may be off site, hours do not have to be designated hours, and replies to students during the work week will be within 24-hours.

**B. Workload, Workload Calculations & Accountability**

- 6.d. Add new sentence stating faculty are required to be on campus each week at times consistent with their professional obligations (teaching, non-teaching assignments and interacting the students and colleagues).

- 7.g. Clarify teaching on-line courses does not necessarily occurs at a College location for Educational Support Faculty.

**Article III. Faculty Employment**

**B. Selection of New Faculty**

- Add sentence whenever possible, meetings will be set at a time that is least disruptive to the majority of the committee members.

- 1.a. Add sentence whenever possible, two faculty will be from the same discipline at the campus where the vacancy occurs. Add language what occurs when there are no faculty in the discipline area at the campus and when a faculty member resigns from the advisory committee.

- 2.d. Add language when a faculty member resigns from the advisory committee.

**Article IV. Professional Status**

**D. Campus Faculty Enrichment Funds**

- Add language to allow for a one time distribution of funds based on the number of faculty FTEs at each campus.
• Modify language to add time limits for approve or denials by campus administration along with a mechanism for Human Resources to track requests

H. Faculty Support – add sentence stating the College supports and encourages collaboration and professional development in innovative instruction and communications with students

Article V. Compensation
A. Salary –
• Update to reflect a 3% compensation increase to be applied to step increases for those employees who completed the process for step advancement
• increase the salary schedule by the residual amount remaining

Article VI. Leaves
A. Sick Leave
2. Clarify how sick leave is used for the birth of a child and the care of new born or the placement of an adopted or foster child; expand the definition of immediate family to include step-parent, step-child, brother, sister, parent-in-law, grandparent and grandchild

B. Personal Leave
• minor changes to clarify personal leave provision
• revise personal leave to include voluntary overloads

D. Holidays and Recess – update calendar

Appendix B: Unit Guideline
• Non-Teaching Days of Accountability for Instructional Faculty
  o 2. Enrollment/Registration – delete Training and Instruction for STU100 modules

Appendix D: Instructional Department Chair Structure
• Complexity/Additional Responsibilities – clarify overlapping responsibilities; add examples that overlap but are not at the same level.
• 6. Compensation for Work Outside Instructional Faculty Days of Accountability – add sentence that up to twenty percent of this time can be worked remotely with a schedule to the Supervising Administrator.

Appendix G: Lead Faculty – clarify the purchase of reassigned time

Appendix H: Faculty Duties and Responsibilities
• General duties – add responsibility to complete training required by the College; revise responsibility for program assessment activities; added requirement to participate and engage in the program review process and curriculum review
• Student Learning Outcome Duties – include implementation of curricular or programmatic change and reassessment as required
Appendix L: Sabbatical Proposal and Report Cover Forms – changed example to 40-hours for consistency with the College’s work week

Appendix N: Step Progression Plan (PPP)
- Student Learning Outcomes – add “and reassess the change” to the responsibilities
- PPP form – update the form and eliminate the tracking form in policy (maintained on-line as an option)

Administrative Personnel Policy Statement

Section III. Compensation
A. Salary Program – update to reflect a 1% increase to the salary schedule for administrative personnel assigned to grade D64 and E82; delete range D71

B. Other Salary Administration Practices
4. Acting Assignment (New) – add language to reflect the practice of granting 7.5% increase in compensation for a temporary acting assignment in a higher classification

Section IV. Leaves
A. Holidays and Recesses – update the dates of holiday and recess days; change the start for winter recess to noon on December 24th

D. Sick Leave
- expand the definition of immediate family to include step-parent, step-child, brother, sister, parent-in-law, grandparent and grandchild
- delete transition language

Appendix D: Administrator Salary Schedule
- update to reflect the 1% lift to the salary schedule for grades D64 and E82

Appendix F: Administrator Step Progression Plan and Criteria
- Step Adjustments – add language to indicate administrator step plans for FY12/13 are held in abeyance
- Updated timeline for Step Progression Plans

Personnel Policy Statement for College Employees

Section I: General Information
A. Management Rights
Expand examples of management rights and responsibilities to manage the activities and work force of the College

B. Equal Employment Opportunity/Affirmative Action Plan
Change name of section and make updates to reflect changes to Board Policy 1501
C. Harassment (including Sexual Harassment) Policy
Delete section to reflect deletion of Board Policy 1503 as it was combined with
Board Policy 1501

Section II. Employment
A. Employment Status and Compensation
1. Regular Employees –
o New sentence to direct employees and supervisors to the College’s
website for more information on classification of positions
o Delete language that indicates the contract term for executive
administrators may be for two (2) years

Section IV. Leaves
B. Personal Days (retitle to Personal Leave)
Revise provision to allow employees to take requested personal leave in half-day,
full day or 15-minute increments

C. Bereavement Leave (retitle to Bereavement Leave/Imminent Death Leave)
o Expand provision to permit employees to take up to five workdays of paid
leave in the event of death or imminent death of a member of the
employee’s household and/or immediate family
o Expand the definition of employee’s household and/or immediate family
to include step-parent

I. Leave Under the Family and Medical Leave Act
1. Basic Leave Entitlement
o Add a definition of “parent”
6. Employee Responsibility
o Add language to explain Intermittent FMLA is recertified at a minimum
every six months

K. Voluntary Leave Donation Program
6. Transferred by Unused Leave
o Delete language referring to unused leave is returned to the recipient. The
revised language reflects the practice of transferring unused leave
donations to another eligible employee

Section VII. Employee Representative
o Revise to reflect changes made to BP-1501

Appendix A. ADA and Equal Opportunity/Discrimination Complaint Procedure
o Revise to reflect changes made to Standard Practice Guides 1501/AA and
1501/AC

Appendix D. Employee Assistance Program (EAP)
o Revise to reflect the changes in service provider (Jorgensen Brooks
Group) and the services offered under the new contract
Appendix F. Mediation Program
  o Revise to reflect off-site mediation services offered by Jorgensen Brooks Group

Appendix H. Family and Medical Leave Act
  o Revise to reflect changes mandated by this Federal act