Section I. General Information

Equal Employment Opportunity removed Non-Discrimination and Anti-Harassment from the title and established a stand-alone provision to emphasize the College's focus on Equal Employment Opportunity.

Discrimination, Harassment (including Sexual Harassment) and Retaliation created a new provision that aligns with SPG 1501/AA “Procedures for Complaints of Discrimination, Harassment and Retaliation.” The provision provides information for employees on what constitutes harassment and retaliation.


Reporting Responsibility and Procedures created a new provision establishing the responsibility for all employees to report harassment or discrimination. Included in the provision is where to file a complaint of discrimination.

Section II. Employment

Competitive Employment for Regular Positions was modified to comply with SPG 4201/BA “Filling Authorized Vacant, Regular Staff and Administrator Positions.” In addition, the following provisions were deleted as they were no longer applicable:
1. Covered Personnel
2. Competitive Procedures
3. Notice of Job Vacancies

Voluntary Transfer Program was retitled to Involuntary Transfer Process to Align with SPG 4201/BA.

Leaves of Absence language was modified to comply with the Affordable Care Act. Employees on unpaid leave of absence, who want to continue their medical and dental benefits, will need to use COBRA (Consolidated Omnibus Budget Reconciliation Act).

Section V. Code of Conduct

Preamble modifications made to clarify reference to the grievance and appeal process for corrective action or disciplinary procedures.

Definitions a new provision defining words used in the appeal process.
Whistle Blowing Protection added language regarding any employee who believes he/she has been a victim of retaliation for reporting workplace violence, a violation of law or College policy, or for participating in an investigation. The employee should immediately contact the Chief Human Resources Officer or his/her designee or the Office of Dispute Resolution. New language has also been included to inform employees that retaliation becomes a separate complaint that can be claimed even if the original discrimination complaint was not substantiated.

Investigations title has been changed to Investigative Process. Provision 1 of this section, Investigations, was modified to include where to report violations involving the Chancellor. Provision 2, Investigatory Leave of Absences, was retitled to Administrative Leave.

Guidelines for Correction Action and Disciplinary Procedures provides that the time frame for holding a disciplinary meeting is as soon as possible but not longer than 48 hours from the time of notification. Language was also changed to indicate retaliation shall not be taken against an employee for requesting representation or against an employee representative for fulfilling his/her responsibilities.

Representation is a new provision stating all employees have the right and option to identify and select another regular College employee as a representative of his/her choice at any and all steps of the Corrective Action or Disciplinary procedures. Language is also included to identify one of five roles the employee may assign to his/her representative, how the representative may act if he/she has legal training or is an attorney and notes all communications between the representative and the employee that relate to the matter shall be confidential.

Time Line Exceptions is a new provision that explains time line exceptions for the corrective action or disciplinary procedure or appeal process.

Corrective Action Procedure includes new language regarding the College’s right, when warranted and in consultation with Human Resources Employee Relations, to begin the Corrective Action Procedure. In Step One: Initial Corrective Action Discussion, the meeting time for the initial action discussion was extended to seven calendar days from five work days. In Step Two: Second Corrective Action Discussion: the meeting time was extended to seven calendar days from five work days.

Disciplinary Procedures. 1. Initial Disciplinary Procedures: reference to Human Resources Employee Relations is included and time to prepare for a meeting was extended from 24 to 48 hours. Information on the grievance process was added. 2. Disciplinary Actions, Suspension With Pay was retitled to Administrative Leave With Pay.

Appeal Process for Outcomes of Disciplinary Action Excluding Termination is a new provision which explains the appeal process and establishes two appeal levels: an Initial Appeal to the Level One Supervisor and a Final Appeal to Executive Administrator.

Appeal of Termination is a new provision which explains the process used to appeal a termination.
Summary of Updates and Changes for 2014-2015
Personnel Policy Statement for College Employees

**Section IV. Grievance Procedure**

This section, which applies to all regular faculty, classified employees, and administrators, has been re-written. The new procedure identifies the intent, scope and provides definitions relating to the Grievance Procedure. It also discusses representation, time line exceptions, conflict of interest, written documentation, and the resolution process for Informal Resolutions and Formal Grievances. Appeal and general information is also provided.

**Appendix A.** ADA and Equal Opportunity/Discrimination Complaint Procedures, the appendix was deleted as a link to the procedure is included in “Americans With Disabilities Act Compliance” in Section 1.

**Appendix B.** Request for ADA Accommodation, the appendix was deleted as a link to the procedure is included in “Americans With Disabilities Act Compliance” in Section 1.

**Appendix G.** New appendix with information on Conflict Resolution
1. **Creation of 12-month Instructional Faculty Salary Schedule.** There are some instructional faculty who have to work year-round in order for their program to function appropriately; recruitment/retention of faculty for some high-paying occupational areas is also a challenge. A 12-month instructional faculty salary schedule that included proportionate additional work requirements was created to appropriately compensate those faculty members. Administration will determine where 12-month positions are needed and provide opportunities for those faculty members to move from 9-month to 12-month positions.

2. **Higher Placement Possibilities for New Faculty.** Salary schedule placement rules were modified to allow fewer years of service to translate into higher placement at time of hire. Of course, care was taken not to leapfrog existing faculty placement. This helps in all faculty recruitments.

3. **Overload and Cross-Campus Assignment Modifications.** In order to promote stability in scheduling and staffing, and to better address the needs of department chairs and adjunct faculty along with full-time faculty, deadlines for full-time faculty class requests were moved earlier and language was changed indicating that full-time faculty cannot displace adjuncts already staffed for voluntary overloads that cancel. Note: Full-time faculty do retain the right to ‘bump’ adjuncts if needed to meet regular load.

4. **Maximum Overload Flexibility.** Language was added to bring policy in line with current practice regarding the occasional need to exceed the 10.5 overload maximum.

5. **Instruction in Educational Support.** Language was revised to clarify that teaching is a regular component for Educational Support Faculty and not something requiring special approval.

6. **Technological and Innovational Support for Faculty.** Language confirming the College’s commitment to creating classrooms appropriate for 21st-century education was added.

7. **Alignment to Legal and Accrediting Requirements.** A phrase confirming that policies in the FPPS cannot supersede accrediting requirements (in addition to state and federal laws, statues, etc.) was added.

8. **Additional Reassigned Time for PCCEA Work.** The reassigned time allotted to PCCEA, spread among all officers and team members, was increased for the first time since initially awarded when the College opened in 1969.

9. **Hiring Review.** A task force has been created to address all aspects of how faculty positions are allocated and review all of the hiring policy, procedure and practice that are used to fill these positions. This work began in June (to meet HLC deadlines), and a draft of a new position allocation model has been created to be used, we anticipate, to confirm positions that will be announced in August at All College Day and recruited for in the 2014-15 academic year.

*The College would like to thank PCCEA, the Faculty Representative Group, for their participation in Meet and Confer this year and for providing the information presented above.*
10. **Horizontal Movement Review.** Currently, horizontal movement is attainable only through educational completion. A task force has been created to determine whether additional criteria (e.g., certifications, relevant undergraduate credits) might also be used for horizontal movement on our schedule.

11. **Faculty Raise.** Qualifying faculty members with an approved Step Progression Plan will receive their earned step. The small remainder (.21%) will lift the salary schedule.

12. **Added Step to Salary Schedule.** A 16th step was added to the salary schedule so that people currently on the 15th step can again complete step progression plans and move the next time a step is awarded.

13. **Increase to the Overload and Substitute Pay Rates.** The overload rate was increased to $800/load and substitute pay rates in open centers were increased accordingly.

*The College would like to thank PCCEA, the Faculty Representative Group, for their participation in Meet and Confer this year and for providing the information presented above.*
Summary of Updates and Changes for 2014-2015
Classified Non-Exempt Personnel Policy

Section I. General Information

Policy Statement has been amended to note the correct name as AFSCME, Local 449 not Council 97 which was dissolved and no longer exists.

Section III. Employment

Performance Evaluation has been modified to allow AFSCME to participate in any review and amendments to the evaluation instrument and process and said changes shall be reviewed through the Meet and Confer process.

Voluntary Transfers, Reassignments and Temporary Deployments have been retitled as Involuntary Transfers, Reassignments and Temporary Deployments. These changes align with SPG 4201/BA.

Selection Process for Lead Assignment, Acting Transfer and Reassignment has been retitled Selection Process for Lead Assignment. These changes align with SPG 4201/BA.

Section IV. Compensation

Salary as part of the Fiscal Year 2014-2015 Budget, effective 7-1-2014, the Board of Governors approved the following:

- Increase the salary pools for Non-Exempt staff by three percent (3%)  
- Award all Non-Exempt Staff Step Progression Plans held in abeyance for 13-14 and award Non-Exempt Staff Step Progression plans approved for 2014-2015 
- Increase the salary schedules for Non-Exempt staff by a percentage based upon the residual amount remaining for the Non-Exempt salary pool.

Shift Differential for eligible employees has been increased depending on the shift assigned to the employee as follows:

Regular Employees:
Second shift shall receive a 75-cent per hour pay differential for hours worked
Third shift shall receive a 1-dollar per hour pay differential for hours worked

Commission Personnel and Non-Commission Dispatch:
2:00 p.m. – 12:00 am - $35 a pay period
12:00 p.m. – 10:00 p.m. - $35 a pay period
4:00 p.m. – 2:00 am - $50 a pay period

Community Service Officer:
8:00 p.m. to 6:00 am - $50 a pay period

The College would like to thank members of the AFSCME Team for their participation in Meet and Confer this year.
Section V. Leaves and Holidays

Holidays and Recess modified to reflect the 2014-2015 calendar:
Employees shall be allowed the paid holidays and recesses listed below:
• Independence Day (July 4, 2014);
• Labor Day (September 1, 2014);
• Veterans Day (November 11, 2014);
• Thanksgiving (November 27 and 28, 2014);
• Martin Luther King Jr. Day (January 19, 2015);
• Cesar Chavez Day* (one day, floating, between March 1 and March 31, 2015);
• Memorial Day (May 25, 2015).

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, 2015 (seven days). In the event that December 24th falls on a weekend, the College will close for business at 12 noon the preceding Friday
• Tucson Rodeo Recess (February 26 and 27, 2015)

Annual Leave / Emergency Payout of Annual Leave language was re-written to allow employees who have an emergency need to access additional financial resources by requesting payment of up to two weeks, in one week increments, of accrued annual leave per fiscal year if they meet the criteria.

Section VI. Professional Development

Roles and Responsibilities - Non-Exempt Professional Development Working Group was modified to include new language regarding attendance. Representatives with more than four consecutive excused absences will be replaced.

Section VII. Non-Exempt Employee Unit

Non-Exempt Employee Unit Representative the five elected AFSCME officers shall not exceed 25%, excluding travel time of a college employee representative’s work time for said purposes. As directed by the Board of Governors, during a Special Meeting held on Wednesday, June 25, 2014, Management will work with AFSCME to record their hours officially on a time card.

Campus Police a new provision that allows AFSCME stewards to attend roll calls or other department meetings once approval has been obtained 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 who decision shall be final. Management is under no obligation to approve any requests by AFSCME Representatives to address on-duty employees.

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.

The College would like to thank members of the AFSCME Team for their participation in Meet and Confer this year.
Summary of Updates and Changes for 2014-2015

Classified Non-Exempt Personnel Policy

**Payroll Dues Deductions** language has been changed to allow an employee to cancel his/her dues deduction on July 1 and July 20 each year. AFSCME shall submit the names of all employees requesting cancellation of his/her dues to the College’s District Payroll Office no later than August 1 of each year.

**AFSCME PEOPLE** is a new provision allowing 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).”

**AFSCME Representation on College Committees and Work Groups** is a new provision that identifies committees and work groups for which AFSCME and the College have agreed require AFSCME representative participation. In addition, it is the responsibility of the AFSCME PCC Division Chairperson to provide the PCC Human Resources Vice Chancellor with the names of AFSCME committee representatives and it is the responsibility of the Chairperson of each committee to notify both AFSCME and Human Resources of empty AFSCME seats.

The committees are:
- 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

**Appendix C.** Lead Assignments language has been modified to include the provision allowing for all regular classified non-exempt employees to be advised of and offered the opportunity to express interest in lead assignments within the work unit, and what should occur if multiple employees should express interest in the same opportunity.

**Appendix E.** The Non-Exempt Meet and Confer Team and the Board of Governor’s Team agree to convene a task force to review and propose changes to the language on Employee Evaluations, Section III B. Performance Evaluation and Appendix D. Non–Exempt Staff Step Progression Plan and Criteria.

*The College would like to thank members of the AFSCME Team for their participation in Meet and Confer this year.*
Summary of Updates and Changes for 2014-2015

Classified Exempt Personnel Policy

Section II. Conditions of Work

Initial Hire Probation Period now states within two weeks of hire, a discussion on the role and expectations of the job must occur. This is in addition to discussions to review progress at the mid-point (three months) and the initial probation period of six months.

Initial Hire Probation Period Actions provides that if an employee is not officially notified of an extension or is not officially notified of failing their initial hire probation by the last day of his/her probation period, then it is understood the employee will be considered to have successfully completed his/her initial hire probation. It also calls for a discussion on the role and expectations of the job within two weeks of hire.

Position Change Probation Period Actions states upon an employee’s placement into the position, there shall be an initial discussion on the role and expectations of the position.

Section III. Employment

Performance Evaluation and the Exempt Staff Step Progression Plan and Criteria will be reviewed as part of a task force that has been created to include membership of ACES members, other exempt staff members, administrators, and a representative from the Human Resources Office.

Selection Process for Lead Assignments and Acting Assignments was modified to align with SPG 4201/BA which required the deletion of language referring to acting assignments, internal appointment processes and other references to specific areas of policy.

Selection Process for Vacancies was modified to align with SPG 4201/BA.

Career Development language was deleted from this section of policy.

Section IV. Compensation

Salary effective July 1, 2014 a 3% increase will be applied for exempt staff according to the following parameters:

- Funding for individual exempt employees step advancement that have completed the process for step advance as contained in the Classified Exempt Policy Statement 2014/2015, Appendix E.

- Increasing the salary schedule for exempt staff by a percentage based upon the residual amount remaining for exempt staff.

Reclassification of Position (employee supervisor initiated) and Reclassification of Position (College initiated) language was deleted referring to College initiated Reclassification of Positions and new language referring to reclassifications to classes at the same level shall result in no pay change. However, upon reclassification to a higher level classification, the employee’s base pay shall be either a 7.5 percent 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 College would like to thank members of the ACES Team for their participation in Meet and Confer this year.
Summary of Updates and Changes for 2014-2015

Classified Exempt Personnel Policy

Section V. Leaves and Holidays

Holidays and Recesses modified to reflect the 2014/2015 calendar:
Employees shall be allowed the paid holidays and recesses listed below:
• Independence Day (July 4, 2014);
• Labor Day (September 1, 2014);
• Veterans Day (November 11, 2014);
• Thanksgiving (November 27 and 28, 2014);
• Martin Luther King Jr. Day (January 19, 2015);
• Cesar Chavez Day* (one day, floating, between March 1 and March 31, 2015);
• Memorial Day (May 25, 2015).

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, 2015 (seven days). In the event that December 24th falls on a weekend, the College will close for business at 12 noon the preceding Friday
• Tucson Rodeo Recess (February 26 and 27, 2015)

Extension of Leaves language was deleted and now instructs employees to notify the next level administrator in their area, then the Human Resources/Employee Relations Office rather than Campus Police if their supervisor is not available. There was also a change in wording replacing vacation leave with annual leave.

Annual Leave / Emergency Pay Out of Annual Leave language was re-written to allow employees who have an emergency need to access additional financial resources by requesting payment of up to two weeks, in one week increments, of accrued annual leave per fiscal year if they meet the criteria.

Section VI. Professional Development, Educational Enrichment and Paid Education Leave Programs ACES has expanded the definition for the use of Professional Development and Educational Enrichment funds. It is no longer a requirement to travel to a conference or location to receive funding. ACES recognizes professional development activities can be achieved in Tucson and even at your desk in the form of online. Requests for funding should be directly related to an employee’s job duties.

Application and Awarding Process language has been added that identifies the priority with which requests will be funded as well as how the applicant should apply and requests should be directly related to the employee’s job duties.

Eligibility language was added to include at the time of application, the supervisor’s signature on the request confirms the employee is not serving a probationary period or on a corrective action plan at the time of application.

The College would like to thank members of the ACES Team for their participation in Meet and Confer this year.
Summary of Updates and Changes for 2014-2015

*Classified Exempt Personnel Policy*

**Appendix C.** Lead Assignments includes a new provision allowing for all regular classified exempt employees to be advised of and offered the opportunity to express interest in lead assignments within the work unit and what should occur if multiple employees should express interest in the same opportunity.

**Appendix E.** Task Force Exempt Staff Step Progression Plan and Criteria outlines the proposal and charge for the task force which has been amended to finish by May 31, 2015. This also includes the Task Force Charge, Membership, and Meeting Schedule.

**Appendix F.** Guidelines for Classified Exempt Staff Professional Development Program has been thoroughly revised by the Exempt Professional Development Committee with the intent of making the instructions more understandable for all exempt staff.

**Appendix G.** Task Force has been created to Review Section III.B and Appendix E to propose changes to the language on Employee Evaluations.
Summary of Updates and Changes for 2014-2015

Personnel Policy for Administrators

Section III. Compensation

Salary Program effective 7-1-2014, the salary pool for Administrator salaries will increase by three percent, which will be used to award step plans held in abeyance for fiscal year 2013-14 (earned in 2012-13) or step plans completed for 2014-15 (earned in 2013-14). The salary schedules for Administrators will be lifted by a percentage based upon the residual amount remaining after step awards in the Administrator salary pool.

Section IV. Leaves and Holidays

Holidays and Recesses modified to reflect the 2014-2015 calendar:
Employees shall be allowed the paid holidays and recesses listed below:
• Independence Day (July 4, 2014);
• Labor Day (September 1, 2014);
• Veterans Day (November 11, 2014);
• Thanksgiving (November 27 and 28, 2014);
• Martin Luther King Jr. Day (January 19, 2015);
• Cesar Chavez Day* (one day, floating, between March 1 and March 31, 2015);
• Memorial Day (May 25, 2015).

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, 2015 (seven days). In the event that December 24th falls on a weekend, the College will close for business at 12 noon the preceding Friday
• Tucson Rodeo Recess (February 26 and 27, 2015)

Extension of Leaves language was changed to require employees who require an extension of leave in the event of unforeseen circumstances, to notify the next level administrator in their area instead of the Human Resources Office or Campus Police.

Annual Leave / Emergency Pay Out of Annual Leave language was re-written to allow employees who have an emergency need to access additional financial resources by requesting payment of up to two weeks, in one week increments, of accrued annual leave per fiscal year if they meet the criteria.

Appendix F. Administrator Step Progression Plan and Criteria will be reviewed in 2014-2015.

The College would like to thank members of the Management Team for their participation in Meet and Confer this year.