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 of 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.