

Section I. General Information

A. Policy Statement

The Pima County Community College District Board recognizes the Association of Classified Exempt Staff (ACES) as a Classified Employees (Exempt) “Meet-and-Confer” group for deliberation and recommendation for the development of personnel policies for such group, which recognition does not exclude input from others.

Pima Community College and the Association have entered into the “Meet-and-Confer” process in order to promote harmonious relations between the Association and the College through discussions with respect to wages and other conditions of employment.

The parties will cooperate fully to secure advancement and achievements of the College’s educational goals.

The Governing Board has adopted this Policy Statement as the expression of personnel policies that are unique to full-time regular classified exempt employees in the Pima County Community College District. This Policy Statement and the *Personnel Policy Statement for College Employees* (“Common Policies”) contain the personnel policies of the Governing Board regarding classified exempt personnel.

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.

B. Recognition

Employees covered by this policy statement are classified full-time regular employees (exempt) as defined in the *Personnel Policy Statement for College Employees* and as determined by the Pima Community College Human Resources Department.

All other employees of the College are not members of this “Meet-and-Confer” group.

C. Exempt Staff Basic Responsibility

Members of this employee group shall carry out the policies of the Governing Board, shall cooperate for the common good of the College, so that goals and objectives can be accomplished, shall perform the duties assigned to them by their supervisor(s), shall perform duties with professional skill, and set proper examples for employees to follow.