

# **Article X.**

## **Miscellaneous Conditions of Employment**

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### **A. Course Material Royalties and Conflict of Interest**

Pursuant to A.R.S. 38-501 through 38-511, College employees are subject to Arizona conflict of interest laws. In general, Arizona's conflict of interest laws (1) require an employee who has a conflict of interest to disclose the conflict, and (2) prohibit an employee with a conflict from having any involvement, as an employee, in any proposed contract, procurement, or other decision to be made by the College on a subject matter related to the conflict. This includes any decision whether or not to use particular course materials. Course materials are defined as but not limited to: textbooks, course adopted software and custom anthologies.

If a Faculty member, or one of the Faculty member's relatives, has a present or anticipated personal pecuniary or proprietary interest in any proposed course materials, the Faculty member must not be involved in the decision-making process regarding the use of those course materials. Prior to the Faculty member adopting and using those course materials, the Faculty member must receive written approval of the Provost or an official designee. The Faculty member will then complete a conflict of interest disclosure form, and submit this, along with the written approval, to the Chancellor's office.

Refer to the *Personnel Policy Statement for College Employees* for more information on conflict of interest disclosure requirements (<http://www.pima.edu/employee/policystatements/>).

### **B. Health and Safety**

The Board shall at all times provide and maintain facilities, equipment, and a general educational environment which do not in any way endanger or otherwise jeopardize the health and safety of Faculty members or students. Faculty members shall not be required to work under unsafe conditions or to perform tasks which endanger their health and safety.

### **C. Out-of-Pocket Expenses**

No Faculty member shall be obligated to incur out-of-pocket expenses for the performance of required duties. No Faculty member shall be required to transport students in her/his private car, nor shall a Faculty member be required to use her/his car for District business. If, however, a Faculty member chooses to use a privately owned vehicle for approved District business, the District shall provide reimbursement for such use at the official state mileage rate plus tolls.

### **D. Past Practices**

In cases of precedents established by management regarding Faculty working conditions, these shall not be changed, except as provided in these policies, without notification of the Faculty representative group (PCCEA) President.

## **E. Retirement**

1. Retired Faculty members may be employed by the College as an Adjunct Faculty member or on a part-time temporary basis, at current rates of pay and in accord with rules and procedures for such employment.
2. Retired Faculty members may be employed by the College at the pro-rated pay of his/her last year of employment but must carry proportionate general responsibilities as defined in Article II A, in order to be eligible for pro-rated pay.

## **F. Student Code of Conduct and Code of Academic Ethics**

Pima Community College Board of Governors adopted a policy on *Student Code of Conduct and Code of Academic Ethics* on March 8, 1995, Motion No. 535. *Student Rights and Responsibilities* contains the regulations in effect and is available at the following websites:

<http://www.pima.edu/studentserv/studentrights> and

<http://www.pima.edu/studentserv/studentrights/student-conduct/index.shtml>.