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Section I. General Information

A. Policy Statement

Whereas, the Pima Community College District Governing Board authorized an election by the Classified Employees (non-exempt) and, as a result of that election has recognized the American Federation of State, County and Municipal Employees Union, Council 97 (AFSCME, Council 97) as a non-exempt staff employee unit representative which provides a major source of input for the development of personnel policies for Classified Employees (non-exempt) which recognition does not exclude input from others; and

Whereas, the Pima Community College District Governing Board has entered into the “Meet-and-Confer” process in order to promote harmonious relations between Classified Staff (non-exempt) and the Board through the discussion of matters of mutual concern which include, but are not necessarily limited to, equitable and peaceful procedures for resolution of differences, rates of pay, hours of work, and other conditions of employment and to generally encourage an efficient and high level of educational service to the community; and

Whereas, the “Meet-and-Confer” process presented the opportunity for an open exchange of ideas and proposals with respect to matters of mutual concern. The result is incorporated in the personnel policies contained herein.

Now, therefore, be it resolved that the Pima Community College District Governing Board adopts this Policy Statement as the expression of personnel policies that are unique to full-time regular non-exempt employees at Pima County Community College District. This Policy Statement revokes, modifies and supersedes any and all classified non-exempt personnel policy statements that may have existed previously. This policy statement and the *Personnel Policy Statement for College Employees* contain the personnel policies of the Pima County Community College District Governing Board regarding classified non-exempt personnel.

The personnel policies herein shall govern employment practices involving Classified Employees (non-exempt), after their effective date. The provisions of these personnel policies, however, do not apply or govern the employment practices of the Classified Employees (non-exempt) before the effective date of the policies. Such employment practices must be construed and dealt with according to the provisions of the policies existing at the time of the specific employment practice in question.

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.

Nothing in this Policy Statement is to be construed to preclude the personal appearance before the Board by any employee on her/his own behalf. Wherever, in this Policy Statement, there is reference to “AFSCME Representative,” the sentence should be read “AFSCME Representative, if any.”

In order for the College to provide flexibility and timeliness to meet the changing needs of the workplace, operational modifications are allowed by the policy and supported by the language contained in the Classified Non-Exempt Personnel Policy Statement. In order to ensure effective communication, fair treatment for all employees within the work unit, and reasonable notice for operational modifications, the following will be observed:

- The implementation of operational modifications must be approved by the Work Unit Administrative Supervisor.
- Approved Work Unit operational modifications will be communicated to the Chief Human Resources Officer in writing stating the reason and duration for and limitation of the modification. The Chief Human Resources Officer may solicit and review input from the employee representative group regarding the proposed modification. The Chief Human Resources Officer may revise or reject the modification.
- Communications to affected employees shall be time sensitive with as much forewarning as reasonable, generally in written or electronic format indicating the reason for the modification, the duration of the change and appropriate guidelines as required.
- Operational modifications shall not supersede or conflict with other sections of this personnel policy statement or the Personnel Policy Statement for College Employees (Common Language).

While the College will normally follow the procedures set forth above with respect to operational modifications, the College and the Board reserve the right to implement policy revisions, modifications and interpretations as the Board in its sole discretion deem fit under the circumstances.

B. Full-Time Regular Employees

A full-time regular non-exempt employee for the purposes of this policy statement is one who meets all of the following criteria:

1. works 30 hours or more per week;
2. works in a position which is authorized for at least nine months per year, and/or;
3. is not classified as temporary;
4. is not on initial hire probation.

Persons meeting all these criteria are members of the Non-Exempt Employee Unit. The College Human Resources Department will transmit to AFSCME copies of the most recent organizational chart for each campus and the district central offices by October 15 of each year.

Section II. Conditions of Work

A. Work Week

The work week shall begin on Saturday and end on Friday, and consists of seven days. Within the work week, typical work schedules normally consist of five work days with two consecutive days of rest. Four-day work schedules shall consist of four consecutive days with three consecutive days of rest (see Section II. Conditions of Work. D. Work Schedules/Shifts/Locations for exceptions). The College may establish flexible or alternative work schedules to meet legitimate business needs, and may adjust an employee's standard work schedule including scheduled days of rest, in emergencies or other unusual conditions. In establishing flexible or alternative work schedules, the College shall consider legitimate needs of employees. However, the College's business and operational needs shall always take precedence.

Work hours can only be flexed between Saturday and Friday in the same work week, and hours flexed cannot be carried over from one work week into the following work week. For example, if 30 hours are worked one week and 45 hours another, a payment (or compensatory time) will have to be made for 5 hours of overtime for the second work week. During the summer period, a flexible four-day work schedule may be implemented. Employees permitted and/or electing to utilize the four-day work week, when approved by the Board of Governors, should be allowed reasonable access to early start or late departure times unless safety, security, or service are compromised.

Employees who are classified as full-time with a regular number of hours scheduled may normally expect consistency in their scheduled hours.

B. Work Day

During a five-day work week, the typical work day shall consist of 8 consecutive hours for employees scheduled to work a 40-hour work week. Interruptions for lunch periods are excluded. The work day for commission and dispatch employees of the Department of Public Safety shall typically be assigned to a ten-consecutive-hour shift (40-hour work week) with appropriate meal interruptions.

During a four-day work week, the typical work day shall consist of 10 hours totaling 40 hours.

C. Continuous Operation

For the purpose of applying the provisions of this section, continuous operation shall be defined as operations for which there is regularly scheduled employment for 24 hours a day, seven days a week.

D. Work Schedules/Shifts/Locations

All employees will have a designated work schedule/shift with an established starting time and quitting time, and reporting location of work. Positions subject to changes in work location and schedules/shifts shall be posted on an appropriate bulletin board at least seven calendar days prior to the beginning of the schedules/shifts. Work Units or Sub Units that require changes in locations, schedules and/or shifts shall follow established standard operating procedures, or seniority within the job classification shall be the determinate factor in the absence of such operational procedures.

At the request of the employee, non-standard work schedules may be used if they meet the legitimate business needs of the College and are coordinated with the immediate supervisor and approved by the administrative supervisor. In some circumstances, non-standard work schedules may be necessary to meet the College's requirements and may be assigned by the administrative supervisor.

E. Changing Work Schedules/Shifts

Work schedules/shifts may be changed by the supervisor without advance notice in the case of an emergency. Under normal circumstances if a change in the schedule/shift is required, the supervisor shall provide the employee at least ten (10) days advance notice.

In the case of an emergency, work schedules/shifts may be changed by the supervisor without advance notice providing that the schedule/shift change is neither capricious nor arbitrary in nature.

F. Meal Periods

Meal periods (unpaid time away from job assignments) shall be scheduled near the middle of each shift as possible, except as may be arranged in accord with the provisions under Educational Benefits/Tuition Waiver (see *Personnel Policy Statement for College Employees*). Meal periods shall not be used at the beginning or end of the shift in order to reduce the length of the work day. Meal periods can deviate from the standard 60 minutes as long as it is not utilized for the purpose of shortening the work day and no meal period is less than 30 minutes in length. (For Commissioned Police personnel, meal periods are defined as paid time and a part of the normal work day.)

G. Breaks

Employees' work schedules shall provide for a 15-minute break (defined as paid time away from the assigned work station) during each one-half shift. The break shall be scheduled as nearly as possible at the middle of each one-half shift. Employees who are required to work beyond their regular quitting time shall receive a 15-minute break before they start to work on additional shifts. In addition, they shall be granted the regular breaks that occur during the shift. Breaks shall not be used to reduce the length of the work day.

H. Probation Period

1. Initial Hire Probation

- a. **Duration** – Upon an employee’s initial hire into a regular position, there shall be, within two weeks of hire, a discussion on the role and expectations of the job, a discussion to review progress at the mid-point (three months), and an initial probation period of six months. The probation period may be extended up to three additional months upon approval by the Chief Human Resources Officer or designee and the placement of the employee on a Corrective Action Plan. In the event an employee serving a probation period is approved for a leave of absence (paid or unpaid), which exceeds one month, the employee’s probation period will be extended by an amount equal to the leave of absence.

After the employee has served four months of probation and upon completion of a formal evaluation, the administrative supervisor may recommend to the Chief Human Resources Officer that the employee be approved for early completion of the probationary period and converted to regular status.

For Police Officers, the initial hire probation period will be concluded three months after completion of the Field Training Officer Program. The probation period will total no less than six months.

- b. **Benefits Eligibility** – Probationary employees are entitled to all benefits required by law. The following applies to additional benefits provided by the College:
 - (1) Probationary employees may enroll, if otherwise eligible under the provisions of the College’s insurance programs, in the College’s group health, life, and/or dental insurance programs.
 - (2) Annual and sick leave will accrue from the first day of employment, but may not be taken until after completion of the first three months of the probation period.
 - (3) Eligibility for other College-provided leave will also commence after completion of the first three months of the probation period.
 - (4) Eligibility for all other College-provided benefits will commence upon successful completion of the probation period.
- c. **Initial Hire Probation Period Actions** – An employee serving an initial hire probation period may be discharged or otherwise disciplined without the right to grieve. If the employee is not officially notified of an extension or failure to pass initial hire probation by the last day of his/her probation period, the employee will

be considered to have successfully completed his/her initial hire probation. Upon successful completion of the initial hire probation period, the employee shall receive the full rights and protection of this Policy Statement, and will be added to the seniority list as of the initial hire date for full-time regular employment. The employee will receive a formal performance review no later than 30 days from the completion date of their initial hire probation for full-time regular employment.

2. **Position Change Probation**

- a. **Duration** – There shall be a position change probation period of three months for an employee who is promoted or who is reassigned via a competitive process to a position in another classification. The position change probation period does not apply to position changes to a lower range or to reclassifications. An employee may complete his/her position change probation period in less than three months upon the recommendation of the supervisor and approval by the appropriate administrator. The probation period may be extended up to two additional months upon approval by the Chief Human Resources Officer or designee. In the event an employee serving a position change probation period is on a leave of absence (paid or unpaid) which exceeds 30 days (absence needs not be consecutive), the employee's probation period can be extended by an amount equal to the leave of absence.
- b. **Duration for Police Officer Positions** – When a current employee is selected for initial entry into the police officer occupation, the employee's position change probation period will be the same duration as a police officer initial hire probation period. (See H.1.a., paragraph 3.) There shall be a position change probation period of six months for a Police Officer who is promoted or reassigned to a higher classification. This probation period does not apply when moving from a Police Recruit to a Police Officer.
- c. **Position Change Probation Period Actions** – Upon an employee's placement into the position, there shall be an initial discussion on the role and expectations of the job/classification, a discussion to review progress at mid-point (one and one-half months), and a formal performance review no later than 30 days from the completion date of his/her position change probation.

An employee serving position change probation may be removed without the right to grieve from the position to which he/she was promoted or reassigned. In such an event, the employee may, in the following order of preference:

1. be placed in the classification previously held, provided there is a vacancy;
2. be placed in a position of the same pay rate but different classification for which he/she possesses the minimum qualifications, subject to a 3-month probation period as defined above;

3. be temporarily placed in another classification pending a vacancy in the previous classification.

The employee shall be compensated within the range of the position in which he/she is placed. If option 1 or 3 is exercised, the employee shall not be required to serve another probation. If option 2 is exercised, the employee may be given additional opportunities in positions of the same pay rate but different classification for which he/she possesses the minimum qualifications until the employee successfully completes a 3-month evaluation period. If an employee is removed from a police officer position during a position change probation period and is assigned to another position in accordance with this section, the pay rate upon reassignment will not exceed what the employee's pay rate would have been if he/she had stayed in the former position/classification (it will not be based on the police officer pay rate).

3. Disciplinary Probation Period

Disciplinary probation may be imposed as a result of serious performance or conduct deficiencies. The length of a disciplinary probation will be as stated in the notice of decision to impose discipline. Employees on disciplinary probation may not apply for or be considered under competitive job announcements.

4. Complaints

An employee serving a probation period has the right to file a complaint with the Affirmative Action Office concerning any aspect of his/her probation status that involves an issue of discrimination covered by the College's Equal Opportunity/Affirmative Action, Americans with Disabilities Act or Sexual Harassment policies.

I. Environmental Health and Safety

AFSCME and the College shall cooperate in the enforcement of rules for the prevention of accidents and in the establishment of safe and healthy working conditions. The College shall establish and maintain a non-exempt employee Safety Committee. This committee shall be composed of five members, one of whom shall be appointed by AFSCME, the remainder appointed by the District Safety Officer. The committee shall meet at least on a quarterly basis. Written recommendations of the committee shall be submitted to the District Safety Officer with a copy to the Administrative Supervisor. In the discharge of its function, the committee shall be guided by the applicable regulations of the State's OSHA agency.

The general responsibility of the committee shall be to assist in providing a safe and healthy work place. The committee's responsibility shall be:

1. To meet on a definite established schedule.
2. To review the results of inspections of reported hazards.
3. To review summaries of all accident and illness reports and lists of toxic materials.

4. To promote health and safety education.
5. To recommend policies and procedures for a safe work place and to reduce the risk of injuries to employees.
6. To recommend the policy be followed on notifying employees of communicable diseases in the work place.
7. To recommend procedures for the provision of first aid kits at sites and in vehicles.
8. To study and recommend practices and procedures to minimize situations where employees are required to work alone.

Employee members of the committee shall request in writing and be granted time away from station to participate in safety committee meetings. The request must be validated by the District Safety Officer.

1. Hazardous Working Conditions

All employees are encouraged to contribute to a safe working environment. Any employee claiming a hazardous or unsafe working condition (including the operation of equipment) shall bring such condition to the immediate attention of his/her supervisor. The supervisor shall determine whether the condition is hazardous or not. Should the employee disagree with this decision, the supervisor shall contact the District Environmental Health and Safety Office as soon as possible and, in any event, no later than the next work day for an on-site appraisal. Should the condition be deemed hazardous by the District Safety Officer or designee, the appropriate administrator shall be notified as soon as possible. The administrator will take appropriate action to provide a safe working condition. Should the District Safety Officer or designee determine that the condition is non-hazardous, the employee shall return to work. In the event of a difference of opinion between the employee, the immediate supervisor, and the District Safety Officer or designee concerning the safety of employee working conditions, the employee or the supervisor may bring the condition to the attention of the administrative supervisor.

When buildings or other facilities or portions thereof are closed because of emergencies or unsafe or hazardous conditions, employees shall suffer no loss in pay for that day.

2. Uniforms and Equipment

Uniforms and safety shoes shall be worn by all employees as designated in an appropriate unit guideline. Where uniforms are required, the College shall provide and replace them in accordance with the appropriate unit guideline. Where safety shoes are required, the College shall provide an allowance in accordance with the appropriate unit guideline. Laundry and upkeep are the employee's responsibility. (Optional uniform items not issued or required by the College are the responsibility of the employee.)

The College shall provide the proper apparel and equipment necessary in attempting to protect employees from injury or harm. Employees must use the provided health

and safety equipment as required by College policy, regulation, and standard practice guide and/or relevant state or federal law and regulation. Employees may, at their own expense, use personal equipment provided it is approved prior to its use by the supervisor and it is of equal or better quality than the College provides as determined by the College's environmental health and safety officer.

If an employee is required by the College and authorized by his/her supervisor to care for College-owned equipment other than a uniform (i.e., police weapons, bicycles, cars, tools, etc.) and such care and equipment are required for the performance of his/her principle activities, the employee will be afforded in his/her regular schedule the time and supplies to care for and maintain the College-owned equipment at work. The College will determine and designate the time and place for the care of such equipment.

Section III. Employment

A. Performance Evaluation

The purpose of a performance evaluation is to review the core duties of the position, clarify expectations of the job, provide feedback and afford the employee an opportunity to discuss successes/difficulties that occurred within the review period. Employee job performance will be formally evaluated at the end of the initial hire probation period, after the end of any extension of the probation period, and thereafter on an annual basis in the month of February, unless a probationary period or position change formal performance evaluation was completed within the immediately preceding 90 days. A discussion to review performance and progress will take place in the month of July, which is the mid-point of the review period. If the supervisor has not supervised the employee for a continuous period of three months immediately prior to the last work day in February, the performance evaluation may be deferred until the three-month time period has been completed. The deferred evaluation must likewise be completed no later than the last work day in March.

AFSCME shall participate in any review of the evaluation instrument and process.

Inaccurate statements and failure to follow procedures defined by the College are grievable under this policy. The burden of proof shall be on the grieving party. An employee who disagrees with the correctness of statements on the Performance Evaluation form may submit a written rebuttal to his/her performance evaluation within 10 days to Human Resources, with a copy to his/her supervisor and administrator, for attachment to the official evaluation in question.

B. Seniority

Seniority is defined by the College as the length of continuous full-time service since the most recent date of employment as a regular employee. Leaves of absence without pay in excess of 30 consecutive calendar days shall not be credited toward seniority, except for Family and Medical Leave, Military Leaves, long-term educational purposes or professional development.

A seniority list shall be made available to the AFSCME representative upon request.

Loss of Seniority – An employee shall lose his/her seniority for the following reasons:

1. Voluntary resignation.
2. Discharge (unless reversed through the grievance procedure outlined in this Policy Statement or by an authorized state or federal agency).
3. Retirement.
4. Failure to return to work within eight calendar days after recall from layoff.
5. When an employee has been laid off in excess of three years.

C. Transfers and Reassignments

The College reserves the right to transfer and reassign employees. Insofar as possible, all such transfers and reassignments shall be voluntary. However, in the absence of a sufficient number of volunteers, the College shall transfer or reassign such employees as it deems necessary.

The College shall make transfer or reassignments pursuant to the procedures in Section III.F.

D. Layoffs (General Funded Employees)

If it becomes necessary to reduce the work force of any job classification within the AFSCME unit, seasonal, part-time, emergency, temporary and probationary employees occupying the affected class will be laid off before full-time regular employees. Order of layoff of regular employees shall be in the inverse order of College-wide seniority within the affected job classification.

Seniority shall be terminated when an employee resigns/terminates employment or is discharged for cause. Laid-off employees will retain their seniority for a period of three years providing they still have the ability to perform the job. When the seniority of a laid-off employee is terminated pursuant to this Section, the College will notify the employee and the Non-Exempt Employee Unit representative.

A full-time regular employee scheduled to be laid off shall be permitted to bump a less senior employee in a job classification previously held in which he/she has successfully completed probation.

Employees laid off shall be rehired before the hiring of any person without seniority into the affected class. Rehiring shall be in the inverse order of layoff within the affected class.

A laid-off employee recalled for work, who has been notified at her/his last known address by certified mail, return receipt requested, must notify the Human Resources Office within three work days if he/she will accept or reject the recall. The employee must accept the recall and report for work within five work days of acceptance. Any employee failing to respond shall be terminated.

Employees subject to recall are entitled to compete for new entry-level positions not originally affected by layoff.

The College shall give two weeks notice to an employee affected by a layoff.

Any annual leave accrued shall be paid to the employee laid off.

E. Organizational Realignment/Employee Reinstatement

The College reserves the management right to reorganize and realign positions based on organizational needs. Employees reclassified to a lower level classification as a result of a Chancellor approved reorganization shall maintain rights to return to the same classification and salary range held prior to the reorganization should the reorganization decision be reversed. Employees reclassified to a lower classification will retain these rights of return for a period of three years from the date of reorganization providing they still have the ability to perform the job, no Performance Improvement Plan or disciplinary action is in effect, and have not within the three-year period accepted a promotion or served in a classification which reinstates them to the same or higher salary range as held prior to the reorganization. Seniority will be used if more than one employee is eligible for return under these provisions. The Chief Human Resources Officer shall review all reorganizations and will make the final determination on an employee's right to reinstatement and reclassification.

F. Selection Process for Lead, Acting, Transfer and Reassignment

In accordance with Section III Employment, Section IV Compensation, and Section VI Professional Development, all classified non-exempt employees must be advised of and offered the opportunity to express interest in lead assignments and acting assignments within the work unit. Should more than one employee express interest and have the requisite qualifications to successfully accomplish the purpose and goals of the assignment, the supervisor will work with the Human Resources Department to design an appropriate selection process. If no employee expresses interest, the supervisor will work with Human Resources to design an appropriate selection process which will then be open to classified non-exempt employees throughout the district.

In the event that a regular full-time position becomes open, the position will first be advertised as an Opportunity for Lateral Transfer throughout the District. If no internal candidate is successful, the position will then be advertised as an External Competitive Selection Employment Process.

G. Externally Funded Positions

Externally funded positions are those funded by resources other than College general funds. Employees hired into positions funded from sources other than College general funds are considered externally funded employees. General funds are generated from property taxes, state appropriations and tuition. All other funding sources are considered external including, but not limited to, grants, contracts, inter-governmental agreements, student fees, donations, athletic revenue, etc.

Externally funded employees are covered by the terms and conditions of the Non-Exempt Personnel Policy Statement, with the following exceptions:

1. Employment in an externally funded position is contingent upon the continuation of external funding.
2. Externally funded regular employees may be, but there is no guarantee, protected from layoff through:
 - Placement into another externally funded position that has voluntarily been vacated through a layoff;
 - Placement into another externally funded position vacated by the termination of an initial hire or disciplinary probationary employee in the affected program areas;
 - Abilities based reassignments into another externally funded vacant position, and/or;
 - Abilities based reassignments into a general funded vacant position.
3. Externally funded employees do not have seniority or reassignment rights within the College general funded employment process.
4. Regular general funded college employees placed into externally funded positions through a College-initiated appointment shall retain the right to revert to their regular general fund position or a position of comparable wage and duties within the College upon the expiration of the position or external funds.
5. Regular general funded college employees who successfully compete for an externally funded position effectively resign and voluntarily give up their rights to the general funded position and become subject to the provisions of 1-3 stated above in Section III. G.

Institutionalization of externally funded programs or projects is subject to the terms and conditions of the external funds agreement as well as to the College's ongoing program needs, funds availability and other conditions.

H. Return to Work from Work Related Injury

To assist employees injured on the job in returning to work, the College will implement a "light duty" provision coordinated by the Employee Relations and Employee Service Center Offices. In some situations due to the nature of work and the medical restrictions imposed, this may provide for short-term work assignments, including modified activities and/or shortened workdays, pending physician release to the full work assignment. There is no guarantee that a short term, modified, or shortened work day assignment will be provided.

Section IV. Compensation

A. Salary

The Board of Governors approved as part of the Fiscal Year 2008-2009 Budget, effective 7/1/08, a 3.7% compensation increase for non-exempt staff according to the following parameters:

- Funding for individual non-exempt employees step advancement for those employees who have completed the process for step advancement as contained in the Classified Non-Exempt Policy Statement 2007/2008, Appendix E.
- Increasing the salary schedule for non-exempt staff by a percentage based upon the residual amount remaining for non-exempt staff.

An employee who remains above the maximum of the range for his/her classification will not have further salary increases until such time that his/her base rate falls within the salary schedule.

See Appendix E. for the Non-Exempt Staff Step Progression Plan and Criteria, effective July 1, 2009.

All compensation shall be in accordance with Board of Governors approved compensation plans and College policies (<http://www.pima.edu/employee/classcomp/index.shtml>).

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 (College initiated, non-disciplinary) – Upon reassignment by the College to a position in a lower classification range, employee’s base pay shall be placed on the step of the new range closest to, but not below, their current salary. Employees whose current rate of pay exceeds the maximum step placement in the lower salary range may continue to receive their current salary base rate in the new grade, but shall not receive an adjustment in salary until such time as their salary schedule placement exceeds their current salary. In no event shall an employee be placed lower than Step 2 of the lower classification range.

Change to Lower Classification Range (employee initiated) – An employee who voluntarily applies for and is selected for a position assigned to a lower classification range shall be placed at the step of the lower range which results in a 7.5 percent decrease in pay adjusted to the next lower step. In no event shall an employee be placed lower than Step 2 of the new range.

Demotion (College initiated, disciplinary) – Upon demotion to a classification or position assigned to a lower classification range as a result of disciplinary action, the employee’s base pay placement will be consistent with the Change to Lower Classification Range (employee initiated). The employee shall be placed on the step of the new lower classification range that corresponds to the reduced pay. In no event shall an employee be placed lower than Step 2 of the new range.

Lateral Transfer or Reassignment – Upon transfer or reassignment to a position classified in the same range, the employee’s range and step shall not be changed.

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, non-disciplinary) 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, non-disciplinary) 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

Full-time employees regularly assigned to work a second or third shift shall be eligible for pay differential.

- a. Second (or swing) shift will be defined as starting at or after 1 p.m. up to 10:00 p.m.
- b. Third (or graveyard) shift will be defined as starting at or after 10 p.m. and up to 7:00 a.m.
- c. Any employee not covered under a. and b. above is defined as being on first shift.

Employees assigned to the second or swing shift shall receive a 40-cent per hour pay differential for hours worked. Employees assigned to the third or graveyard shift shall receive a 60-cent per hour pay differential for hours worked. For employees who work overlapping second and third shifts, compensation is based upon the shift differential rate for the shift where the greatest hours are worked. Additionally, Department of Public Safety dispatch and commissioned personnel working ten-hour shifts shall receive the second shift differential for overlapping first and second shifts when more than half of the work time is on the second shift.

Additionally a full-time regular employee whose regularly assigned work schedule includes hours after 6:00 pm or on Saturday, is eligible for a 40-cent per hour pay differential for hours worked as long as the employee is not receiving any other type of pay differential for these hours. Employees electing to work an alternative flexible work schedule, including a flex 4-day work week schedule during the summer, are not eligible for evening and Saturday pay differential.

A full-time employee assigned to work a split shift on a regular basis is eligible for shift differential when four or more hours of work fall within the defined hours for swing or graveyard shift. Split shift shall be defined as regularly assigned working shift divided into two periods of time with several non-work hours in between.

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, compensatory time approved in lieu of payment is at time and one-half.

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. Work in a Higher Classification (Range)

An employee may temporarily work in a higher job classification (range) due to the temporary absence of the incumbent or through a vacancy awaiting appointment. Compensation shall be either 7.5 percent (7.5%) adjusted to the next higher step in the regular rate of pay, or Step 1 of the appropriate pay range, whichever is greater. 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.

In most circumstances, work out of classification will be initiated in writing by the supervisor, detailing the involved employee(s), job classification(s) and the expected duration of the assignment. An out-of-classification assignment covering the temporary absence of an incumbent may continue until the incumbent returns. 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. Out-of-classification assignments shall count toward meeting the minimum qualifications of the position being temporarily filled.

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.

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;
2. filling of the position, or;
3. written notification by the supervisor.

The supervisor will not assign multiple employees to brief period of higher-level work for the sole purpose of avoiding payment under these provisions.

If a classified non-exempt employee or the supervisor believe the duties or responsibilities of a position have permanently and substantially changed in scope and responsibility by at least 20 percent and at least two years have elapsed since the last review of the position by the Human Resources Office, a formal request for position review should be initiated in accordance with established College procedures.

H. 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. All compensatory time earned for work on a holiday or recess day will be scheduled for use at a time mutually convenient to the supervisor and the employee.

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 shall have the option of payment or compensatory time for the actual hours worked.

I. 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.

J. 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 I, Call Back Pay, above.

K. 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.

L. 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.

Section V. Leaves and Holidays

A. Holidays and Recesses

Employees shall be allowed the following paid holidays:

- Independence Day (July 3, 2009);
- Labor Day (September 7, 2009);
- Veterans Day (November 11, 2009);
- Thanksgiving (November 26 and 27, 2009);
- Martin Luther King, Jr. Day (January 18, 2010);
- Cesar Chavez Day (one day, floating, between March 1 and March 31, 2010); and
- Memorial Day (May 31, 2010).

Cesar Chavez Day to be scheduled and taken with agreement of the employee's supervisor during the defined period. An employee may only be denied the opportunity to take the holiday due to College business and will not be denied arbitrarily or capriciously. The denial must include written notification by the employee's administrative supervisor with a copy to the Chief Human Resources Officer. If the employee is denied the opportunity, the holiday will be paid the first payday in May.

Additionally employees shall be allowed the following paid recesses:

- Winter Recess begins at 12 noon on December 24th and continues through the federally observed New Year's Day Holiday. 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 25 and 26, 2010)

A regular employee scheduled to work a 40-hour work week is compensated for 8.0 hours for the above holiday and recess days. If the employee's scheduled work week is less than 40 hours (but at least 30 hours per week), the holiday or recess time granted is prorated. Employees receive holiday and recess pay based on the normal accrual rate for their assigned position as shown below:

40-hour work week	=	8 hours holiday pay
40-hour 4-day work week	=	10 hours holiday pay (Public Safety commission and non-commission employees)
37.5-hour work week	=	7.5 hours holiday pay
35-hour work week	=	7 hours holiday pay
30-hour work week	=	6 hours holiday pay

Employees electing to work a flexible work schedule during the summer shall return to a five-day work week schedule for the weeks that the Memorial Day and the Fourth of July

holiday occur. Those departments that regularly use a non-standard or compressed schedule to ensure coverage may continue to do so during these weeks. However, the value of the holiday shall remain as listed above. Employees may use annual leave, if available, to make up the difference between the standard hours of work for the day and the amount of eligible holiday pay.

The College holiday and recess schedule is developed around a Monday through Friday work week. Full-time regular employees who work different days in a non-standard or a compressed work schedule will be afforded equivalent time off with pay, coordinated with and approved by the supervisor. For example, an employee regularly scheduled to work a four-day work week is entitled to time off during the work week, even if the holiday falls on an unscheduled work day (note: see Section IV. H. regarding payment for work on a College holiday or recess).

To be eligible for holiday/recess pay, an employee must have worked his/her last full scheduled work day and the employee's first scheduled work day after the holiday/recess or be on approved paid leave (with sufficient available leave to cover the entire day not being worked). An employee on an approved unpaid leave or unexcused absence of any portion, the day prior to or after the holiday or recess is not eligible for holiday pay. When an employee retires on or before December 31, he/she is eligible for recess pay up to his/her final full day of work.

B. Leaves

1. General Provisions

Please refer to the *Personnel Policy Statement for College Employees* for additional information on leave, including unpaid leaves and leave under the Family and Medical Leave Act (FMLA).

All leaves of absence (except medically related leaves) will require prior approval by the appropriate supervisor, or director/dean, and, in cases exceeding 30 calendar days, the Chief Human Resources Officer. Employees shall submit a written request for leave of absence to their immediate supervisor, specifying dates and type of leave requested.

The immediate supervisor is responsible for seeing that the time cards for the employee are properly completed on a timely basis and submitted to Payroll.

The Payroll Office is responsible for maintaining accurate records of persons on leave of absence to ascertain which personnel are on paid status.

In the event that the leave is a medically related leave, the employee must inform the College of his/her condition and probable return every five work days during the first 60 days and every month thereafter.

2. Extension of Leaves

Employees are expected to return from vacations and leaves at the expiration of approved leaves.

In the event of unforeseen circumstances that require an extension of leaves, employees must notify their supervisor (if not available, then the Human Resources Office or Campus Police), prior to their scheduled date of return. In the case of annual leave, up to five additional work days may be approved (paid if accrual is sufficient, unpaid otherwise) by the supervisor.

If the leave is an unpaid leave, the Chief Human Resources Officer or designee must approve all extensions. Such extensions will normally be for up to five work days.

3. Resignation Without Notice

Failure to report to work on the scheduled date of return, failure to report to work for five consecutive work days without notice, or failure to notify the College in accordance with policy provisions will be considered resignation without notice. The College shall notify the employee, and if the employee does not return within five days of this notification, he/she shall not be eligible for reemployment with the College, nor shall the employee be eligible for the sick leave payout program if he/she were otherwise eligible for the program. The College may approve the absence on an individual basis if due to circumstances beyond the employee's control.

4. Maintenance of Position

Upon the termination of any of the leaves contained herein, the employee shall be restored to his/her previous grade, step, seniority and position if available.

C. Annual Leave

The importance of the annual leave as a period of rest and relaxation is well recognized.

1. Accrual and Accumulation

Annual leave for full-time regular classified non-exempt employees shall accrue from the first day of employment, but may not be taken until after completion of the first three months of the employee's initial hire probation period. Annual leave accrual shall be at the following rates, based on continuous service to the College for each full pay period worked:

Less than five years: 5.54 hours per pay period for 40-hour personnel (5.19 hours for benefit eligible personnel working less than 40 hours)

Five or more years: 7.38 hours per pay period for 40-hour personnel (6.92 hours for benefit eligible personnel working less than 40 hours)

Calculation of time of service to determine when an employee becomes eligible for the change in annual leave accrual rate shall be only by the anniversary date of employment less time spent on a long-term unpaid leave of absence. For eligible employees scheduled to work at least 30 hours per week but less than 40, leave accrual shall be prorated based on the number of hours worked per week.

Employees may accumulate up to the following maximum hours of annual leave, based on continuous service to the College:

Less than 10 years: maximum of 256 hours for 40-hour personnel (240 hours for benefit eligible personnel working less than 40 hours)

Ten or more years: maximum of 304 hours for 40-hour personnel (285 hours for benefit eligible personnel working less than 40 hours)

An employee may not accrue additional annual leave time unless or until the employee's annual leave balance has dropped below the maximum hours as stated above.

2. Requesting and Using Annual Leave

Annual leaves of more than one day (with the exception of emergency annual leave) will require a minimum of two weeks prior approval by the appropriate supervisor, director/dean, etc. The supervisor (or his/her designee) will respond to the employee's written request for annual leave within three days of the receipt of such request. The supervisor (or his/her designee) may respond within five days of the receipt of a request for annual leave of more than two weeks. An employee's request for annual leave will not be denied arbitrarily or capriciously. It is the responsibility of the employee's supervisor to adjust department coverage.

Annual leave shall normally be granted at the time requested, in writing, by the employee. If the nature of the work makes it necessary to limit the number of employees on annual leave at the same time, the employee with the greater seniority shall be given his/her choice of annual leave in the event of any conflict with other employees.

An approved holiday falling within the leave period is not counted as part of the leave, and an additional day may be taken at any time which is convenient to both employee and supervisor, so long as it falls in the same leave period. In case of illness or accident occurring before a scheduled leave begins, arrangements may be made to postpone the leave. If a physician-verified illness occurs during an employee's annual leave, said leave may be extended for the length of the employee's illness, provided that the employee utilized accrued sick leave for the period of the illness, and supervisory approval is granted.

An employee who has accumulated the maximum permissible hours of accrued annual leave, and who has requested in writing in accordance with these policies to take annual leave, and

whose request has been denied by the supervisor in writing, may be compensated for the number of hours refused. The employee's annual leave balance will be reduced by the number of hours for which the employee was compensated.

3. Emergency Annual Leave

An employee may request of his/her supervisor emergency annual leave for a period up to five days per occasion for bona fide emergency situations. (A bona fide emergency is an unforeseen event which requires either the immediate, or within 24 hours, attention of the employee and cannot be assigned by the employee to another individual.) Approval of such requests shall not be unreasonably withheld. The College grants this leave as an expression of trust in its employees. Abuse of this clause is subject to disciplinary action.

4. Annual Leave and Separation from Employment/Transfer

Upon separation from College employment or upon transfer, promotion or reassignment to a position as a regular assignment in which the employee is ineligible for annual leave accrual or use, the employee shall be compensated for accumulated annual leave in the form of a lump sum payment. Employees transferred or reassigned on a temporary basis to a position in which the employee is ineligible for annual leave accrual or use shall have their leave accrual balance held until his/her return to regular assignment.

Upon separation from employment, employees may not extend the annual leave beyond the last day worked.

5. Emergency Payout of Annual Leave

Employees who are in a position of extreme need to access additional resources may request payment of up to two weeks, in one-week increments (1 or 2 weeks), of accrued annual leave per fiscal year if they meet the following criteria:

Employee must have completed initial hire probation to make use of this provision.

Employee must have a demonstrable emergency resource need. Emergency resource needs may include, but are not limited to, loss of spouse or domestic partner income, emergency medical expenses, funeral expenses, impending eviction or foreclosure, unanticipated educational expenses or other extraordinary expenses. Refer to Human Resource's Benefits Office or website at www.pima.edu/employee/benefits for Domestic Partner Affidavit form.

The employee must complete the Emergency Buy Out of Annual Leave Application and submit the form with accompanying documentation to the Chief Human Resources Officer for approval.

Eligibility and use of this emergency pay out provision will be determined on a fiscal year basis. In the event an employee makes use of this provision and his/her leave balance is

subsequently exhausted, the employee will be ineligible to receive donated leave until his/her unpaid leave status exceeds the number of weeks paid under this provision or until a new fiscal year commences.

D. Sick Leave

1. Purposes and Use of Sick Leave

Sick leave shall be defined as an employee's absence from duty due to:

- illness or injury of the employee,
- for medical or dental appointments, or
- a member of the employee's immediate family, defined for this purpose as spouse or domestic partner, parent, or legal dependant(s), is ill enough to require the care and attention of the employee.

The use of sick leave for a domestic partner requires a signed declaration of domestic partnership by the employee and domestic partner to be on file in the employee's benefit file prior to or at the time of use of this benefit. Refer to Human Resource's Benefits Office or website at www.pima.edu/employee/benefits for Domestic Partner Affidavit form.

For use of sick leave and/or sick leave qualifying under the Family and Medical Leave Act (FMLA), please refer to the College policies in the *Personnel Policy Statement for College Employees*.

2. Accrual and Accumulation

The College shall credit each full-time, regular employee with 4.0 hours sick leave for each full pay period worked. Employees may accumulate a maximum of 1440 hours of sick leave (1350 hours for benefit eligible personnel less than 40 hours). For employees who have in excess of 1440 (1350) hours of sick leave, accumulation of sick leave shall be frozen at that level. Accumulation shall begin once the total number of hours fall below 1440 (1350) and may accumulate to no more than 1440 (1350) hours.

Sick leave will accrue from the first day of employment, but may not be taken until after completion of the first three months of the employee's initial hire probation period. For eligible employees scheduled to work at least 30 hours per week, but less than 40, leave accrual shall be prorated based on the number of hours worked per week.

3. Requesting and Using Sick Leave

Employees must notify their supervisor no later than the start of their regularly assigned shift when they are unable to report for work due to illness. Employees will provide sufficient notice to the supervisor of a scheduled medical or dental appointment(s) and, as reasonably as possible, schedule such appointments to cause the least disruption to the work unit. The

employee must notify the supervisor at least every five days during the absence for short-term illness (10 work days or less).

The employee's supervisor may request medical certification stating the employee was incapable of working and is now fit to resume work after three consecutive days of absence. If the cause of such absence does not require the services of a physician, a written statement signed by the employee, setting forth the reason for the absence, may be required by the employee's supervisor. The employee's supervisor may request medical certification stating the employee was incapable of working for less than three days of absence if there is a pattern of sick leave use without supporting medical certification.

In instances where an employee has exhausted available sick leave, the employee may request use of annual leave for sick leave absence by so notifying the supervisor in writing. The employee's time record submitted to Payroll shall reflect the use of annual leave. If the employee is on a corrective or disciplinary action pertaining to abuse of sick leave, then supervisory approval is required for the use of annual leave for sick leave.

If it is anticipated that the sick leave will extend beyond 5 work days, the supervisor must notify the Human Resources Benefits office.

In the event the leave is an unpaid medical leave (a leave for medical reasons which extends beyond an employee's sick leave and vacation accrual), the employee (or his/her designee) must keep the College informed of his/her condition and probable return date every 5 work days, during the first 60 (sixty) days of absence due to illness and every month thereafter.

A physician's certification that the employee may return to his/her work shall be required for all medically related leaves of absence exceeding ten work days.

Upon separation from employment, employees may not extend sick leave beyond the last day worked.

4. Transfer of Sick Leave to Annual Leave

In order to discourage the excessive use of sick leave, employees may transfer up to 5 days of sick leave during the 12-month period immediately preceding the employee's anniversary date. Transfer may be made in the following manner:

<u>Days of Sick Leave Used</u>	<u>Maximum Days to Transfer</u>
0-2	5
3	4
4	3
5	2
6	1

Transfer can only be initiated at employee's written request to the Employee Service Center within 15 work days prior to or after the employee's anniversary date.

Warning to employees: The 60-day waiting period for short-term disability must be bridged by accumulated sick leave and annual leave for the employee to be on paid medical leave, which continues the College's payment of the employee's medical premiums (see *Personnel Policy Statement for College Employees*, Section IV.E and F.)

Section VI. Professional Development

A. Professional Development Program

Pima Community College and AFSCME encourage non-exempt employee professional development. To encourage non-exempt employee professional development, a fund is established to provide non-exempt employees with access to resources to help them develop in their current career/job or a position in the employee's development plan as part of their annual evaluation. This fund is administered in partnership with AFSCME by the Office of Human Resources, with the advice of the Non-Exempt Professional Working Group.

The Working Group's objectives are to evaluate applications for funds submitted by non-exempt employees, based on merit and criteria as set forth in this policy. The Working Group shall act on questions and requests for expenditures, allocation of funds and fund balances.

Additionally the work group may:

- Provide input to the College Professional Development Committee comprehensive employee development plan for all segments of non-exempt classified staff.
- Provide information to communicate with non-exempt employees about continuing education in their current job/career or other areas of development interest opportunity.
- Provide recommended events for non-exempt employee development to the College Professional Development Committee for the annual calendar published by Organizational and Professional Development.

B. Roles and Responsibilities Non-Exempt Professional Development Working Group

1. In order to promote equitable representation, the Non-Exempt Professional Development Working Group shall be composed of non-exempt employee representation from each campus location, as well as from the District Office and District Maintenance and Security, at least 50% of which shall be designated by AFSCME. The balance shall be designated by the Chief Human Resources Officer from interested non-exempt employees to ensure representation from each campus, the District Office and District Maintenance and Security.

The Non-Exempt Professional Development Working Group shall schedule periodic meetings to monitor the program and to review and approve requests for professional development funds. Meetings shall be held monthly or not at all if fund requests are

not submitted in that period. A request for funds may be moved to the agenda of the next meeting if the working group requires more information.

A quorum is not required for decisions regarding fund approvals to be made. However, at least three members of the working group must be present.

In July of each fiscal year, the working group shall report prior fiscal year activity, as well as current year information, to all eligible non-exempt employees. The working group, through Human Resources, will also provide a report on the activity of this fund in July of each year to the Chief Human Resources Officer, with a copy to the Executive Vice Chancellor for Finance and Administration.

2. The Working Group Chairperson, appointed by the College's AFSCME Officers, shall preside at meetings, and present any and all revisions to the guidelines of Section VI recommended by the working group. The Chairperson may delegate duties to another Working Group member to act as Chair Designee in his/her absence.
3. The Chief Human Resources Officer or designee will serve as ex-officio member to the Working Group.

C. Non-Exempt Professional Development Enrichment Fund Criteria

Beginning each fiscal year, Pima Community College reserves no less than \$60,000 annually for full-time regular employees in classified non-exempt positions. Any unused balance remains in the fund and carries forward to the next fiscal year.

The maximum expenditure per employee per fiscal year cannot exceed \$1,000. Employees are eligible to receive up to \$1,000 in individual professional enrichment funds on a yearly basis. With the establishment of a book fund, employees may request money during any fiscal year to fund book purchases outside the \$1,000 individual maximum.

Twenty-five percent (25%) of any fund balance at the end of each fiscal year will be allocated to a book allowance within the account. This book account is established to support employees taking courses from an accredited higher education institution in the United States.

To insure an equal access to these monies throughout the entire fiscal year, the Working Group will monitor use monthly. At such time the fund use in the first six months jeopardizes access to development opportunities in the second six months, the Working Group reserves the right to stop or slow fund use. All requests for consideration will be on a first come, first serve basis based on availability of funding.

Applications are required to show how the request is related to the employee's career interest (individual development plan) or as part of the employee development plan (performance evaluation). Human Resources will confirm this if required (no employee shall be required to submit their performance evaluation to the working group).

Professional development enrichment funds are to be used solely for expenses outlined in this policy statement. They may be used to cover the pre-approved expenses in the following areas:

1. **Formal Education:** The cost of tuition, fees and textbooks for a credit course from a regionally accredited institution within the United States, or an international institution that has an established relationship with Pima Community College excluding the \$10 registration fee for courses taken at Pima Community College.
2. **Conferences, Workshops and Seminars:** Dues, registration fees and travel expenses; travel outside of the United States, if approved by the work group:
 - a. Reimbursement for approved travel in conjunction with professional development activity is subject to the College's Travel Policy. A Travel Request Form must be completed and processed for all travel. International travel outside North America requires approval by the Chancellor, following work group recommendation of fund use.
3. **Certifications and accredited coursework** beyond formal education will be reviewed on an individual basis, excluding degrees and certifications from religious and non-accredited institutions.
4. **Books and Supplies:** Required textbooks and supplies for a credit course at a regionally accredited institution within the United States, or an international institution that has an established relationship with Pima Community College. Textbooks and supplies that are not required for the course including musical instruments, athletic equipment, audio-visual equipment, computers and similar equipment are not acceptable for reimbursement.
5. **Paid Educational Leave:** Funding for up to one Paid Educational Leave per year from College reserves may be used to complete a Bachelor, Master or Doctorial Degree from an accredited institution or a certification recognized by the industry or a professional organization. Funding of educational leave shall not exceed twelve (12) months per fiscal year, in the aggregate.

D. General Rules and Procedures for Application

To be eligible for payment from this fund, the professional development activity must be initiated by the employee, must be related to the employee's declared career path or current job at the College or as a clearly stated expression of interest that is defined and declared in the employee's professional development plan. This must be supported by the employee's supervisor and follow the guidelines and procedures as stated in this policy.

The working group reserves the right to reject any application for funds that fail to clearly demonstrate appropriate use of individual enrichment funds to develop the employee in their

current career/job or a position in the employee's development plan as part of their annual evaluation. An incomplete application or an application that does not clearly state the objectives of the employee may be rejected.

Mandated training required by the College is expensed from departmental budgets and not through this program. A department decision to approve professional development funding for an employee should not assume work group approval of the request for individual enrichment funds and cannot be processed without the approval of the working group.

1. Classified regular non-exempt employees who have completed their initial hire probation period are eligible to participate in professional development activities funded by the program.
2. The request for non-exempt professional development fund form must be completed by the employee and signed by the employee and his/her immediate supervisor. A complete request includes adequate information, attached supporting documentation and the required signatures. Incomplete requests may be returned and resubmitted for consideration during the next monthly working group meeting, however funding may not be available at a later date if approved for other employee use.
3. Requests must be submitted to the Professional Development Working Group Chairperson at least two months before funds are needed.
4. The working group considers requests only during the monthly meeting. A schedule of meetings is available through any member or by contacting Human Resources. A request approved by the working group but submitted with incomplete documentation may be processed by the work group chairperson without further discussion when the required information is submitted.
5. Funds approved for formal education expense will be reimbursed three weeks after the end of the course if the requester has provided an official grade report of "C" or better.
6. The working group shall review all requests and either accept for consideration or reject in accordance with these provisions. In those instances where the Working Group finds it cannot make a fair and knowledgeable decision based on the information completed, more information may be requested of the applicant, their supervisor or Human Resources.
7. Employees will be notified electronically within 10 working days of the decision for approval or reason for denial by the working group chair or their designee following the working group meeting.
8. Funding is granted on a first come, first serve basis and availability of funds.

9. Employees not completing the professional development activity as approved in the application may be required to repay all or part of the professional development fund.
10. Employees requesting money from the book fund must be currently enrolled in a class from an accredited higher education institution in the United States. An employee granted book funds for a class which did not result in a “C” or better, may be required to reimburse the fund and will be disallowed further access to these funds for the same class.
11. A non-exempt employee who has been denied use of professional development funds may appeal the decision by submitting a request, via Human Resources, for reconsideration by the working group. If the reconsideration by the working group still results in a denial of the request, the appeal will be forwarded to the Chief Human Resources Officer.
12. All requests, applications and decisions must be in accordance with these policies.

E. Roles and Responsibilities in Administration of Non-Exempt Professional Development Enrichment Fund

1. Human Resources shall have overall responsibility for monitoring the accounting and management of funds and for policy compliance. At the request of the Working Group Chair, Human Resources will assist in accessing information to fulfill the duties of the Chairperson.
2. The Working Group Chair shall be responsible for the accounting and management of the Non-Exempt Professional Development Enrichment Fund. The Chair is responsible for verification of employee status as non-exempt, regular, and under the \$1,000.00 use limit for two years. The Chair will keep a running two-year log of employee fund use and prepare an annual report on fund use each fiscal year.
3. The Working Group may reject any application for funds that fails to clearly demonstrate appropriate use of individual enrichment funds to develop the employee in their current career/job or position in the employee’s development plan as part of their annual evaluation. Appeals are directed to the Chief Human Resources Officer.
4. The Annual Report from the Non-Exempt Professional Development Working Group, prepared each July by the Chair, will be provided to the Chief Human Resources Officer, and the Executive Vice Chancellor for Finance and Administration, through the Director of Organizational and Professional Development. The report will include:
 - Beginning fund balance,
 - A detailed list of expenditures,
 - Employee name,
 - Amount of request,
 - Purpose of request,

- Date of approval,
 - Amount of approval, and
 - Ending fund balance
5. The working group shall develop and distribute any forms necessary to implement this policy. Human Resources shall post all forms and directions on the Pima Community College website for employee use.

F. Educational Leave

After completing one year of service, any full-time regular employee upon formal request may be granted a leave of absence of three days without pay, per diem or transportation cost for educational purposes to attend conferences, seminars, briefing sessions, or other functions of a similar nature that are intended to improve or upgrade the individual's skill or professional ability. A supervisor may deny the request for good reason.

G. Long-Term Educational Leave

One year of educational leave without pay may be authorized for up to ten regular non-exempt employees providing the employee has three or more years of service to the College. The request must be made in writing to the immediate supervisor who may deny any leave that creates an undue hardship on the department. Employees taking educational leave must attend an accredited educational institution on a full-time basis. A transcript must be submitted to Human Resources at the end of the leave, and prior to returning to the position.

H. Career Development

The College and non-exempt employees recognize the need and shared responsibility for development and training to meet the College's workforce requirements. The College agrees to the principles of career and professional development to include such components as identifying job families, career paths, employment-related training needs, and developmental assignments. As part of this shared responsibility, the College will make available a variety of professional development opportunities to employees.

In line with this recognition, current regular employees will be provided the opportunity to fill lead and acting assignments within the work unit before the College advertises those openings outside the work unit and/or College.

I. Participation in Development

Within the limits of providing service to our students, non-standard work schedules, including flexible schedules, should be coordinated to provide employees release time for participation in College sponsored professional development classes, workshops and other training opportunities during hours of operation (See: Personnel Policy Statement for College Employees, Section III. I. Educational Benefits/Tuition Waiver for information pertaining to credit courses). If a professional development opportunity is offered outside the normal work schedule, a request to modify the work schedule does not have to be considered.

Section VII. Non-Exempt Employee Unit

A. Non-Exempt Employee Unit Representatives

Official representatives of the non-exempt employee unit, AFSCME, shall be permitted access to the premises of the College at reasonable times and upon prior notification to the appropriate supervisor. AFSCME representatives shall exercise good judgment to avoid disruption of the work process. It is expected that if the nature of such business will take more than 15 minutes, arrangements will be made to meet during non-working hours. It is expected that AFSCME business/employee representation activities shall take place before or after work hours, during lunch period or on approved rest breaks.

An employee representative (non-attorney representative) will be allowed access to the work site when: a) an employee reasonably fears disciplinary action (Reference: Common Policy for College Employees - Section 5. C.) will result; b) an employee has requested representation in grievance meetings; c) and meetings in which proposed changes in working conditions are being discussed or; d) survey or review meet and confer issues with employees; e) quarterly meetings with the Chief Human Resources Officer to discuss general employee issues, or f) other occasions if pre-approved by the Chief Human Resources Officer.

An AFSCME Officer shall be afforded the same opportunity for a representative of his/her choosing.

Representation is defined as any activity in which an employee or AFSCME official accompanies, advises or helps in preparation of materials or processes for another employee. Limitations in representation are subject to the desire of the employee or employees represented, and/or by express limitations in College policy.

Time spent in such representation of an employee or any of the above mentioned work site visits, shall not exceed 15% (fifteen percent) of a College employee representative's work time for each three months in a fiscal year unless additional time is approved for this purpose by the Chief Human Resources Officer. The employee representative's time in such representation must be on their time records each pay period and designated as service for AFSCME. Time spent in representation of AFSCME in College-wide committees, staff council and the Meet and Confer process is specifically excluded from this time.

For the Meet and Confer process, each AFSCME representative will be allowed up to three hours per week (excluding the lunch hour and travel time) to participate in formal discussions and/or to conduct research necessary to the process. It will be the responsibility of the Chief Human Resources Officer to communicate the times and dates, as well as any changes to established times and dates, to the supervisor of the employee representing the employee group, administrative supervisor and others in the supervisory chain who need to know.

No harassment will be tolerated against an AFSCME representative because of his/her membership in the employee representative group, or participation in the legitimate business and/or activities of the employee representative group.

B. AFSCME Stewards

The AFSCME representative shall furnish to the Human Resources office each year by July 1 a written list of Non-Exempt Employee Unit stewards. Upon request and designation by the employee, an AFSCME steward or representative may investigate and process grievances. Supervisors shall not arbitrarily or capriciously deny release time. For additional information contact AFSCME leadership at www.pima.edu/admin/employeeorgs/rep/AFSCME.shtml.

C. Paid Time for Grievance

An employee who has filed a grievance, and a maximum of three employee witnesses who testify orally or by affidavit, shall receive their regular rate of pay for actual work time spent in the processing of grievances.

D. AFSCME Leaves of Absence

The AFSCME representative shall designate in writing to the Chief Human Resources Officer by July 1 of each year officers, stewards, and elected delegates. These may each be granted, with the approval of their supervisor and the Chief Human Resources Officer, up to ten work days without pay in any fiscal year to attend meetings, conventions, and executive board meetings of the local, city, state, regional and parent organizations. Denial of such requests shall be in writing, but is not subject to the grievance procedure.

Employees elected to any AFSCME office or selected by AFSCME to do work which takes them from their employment with the College may, at the written request of the AFSCME representative and upon prior approval of the College, be granted a leave of absence without pay up to a period of one year.

If the employee does not return to work for the College within one year of the start of the unpaid leave, the position is considered abandoned.

E. AFSCME Use of Premises and Mail

Pending availability of space and in accordance with College rules and regulations, the AFSCME representative may be permitted access to and use of available meeting facilities for AFSCME activities provided they do not conflict with scheduled or necessary College activities, in which event College activities or College-sanctioned activities take priority.

The AFSCME representative may use the College mail system to distribute notices of meetings and agendas. Said notice will be provided to the District Mail Services for addressing with the employee's name and campus location. AFSCME shall furnish its own consumable supplies and pay any lease costs for printing and copying. A copy of the notice must be submitted to the Chief Human Resources Officer.

Given adequate institutional resources, the College agrees to provide physical and electronic bulletin board space for the exclusive use of AFSCME for posting official notices pertaining to AFSCME business. AFSCME may use College office equipment and copy machines and audio-visual equipment (e.g., slide and film projectors, opaque and screen) when such equipment is not otherwise in use.

F. Employer Provisions of Information

The College shall provide the AFSCME representative with the following information:

1. an updated list of all employees in the AFSCME unit to include the employee's name and job classification shall be made available to the AFSCME unit at least once a year;
2. copies of all Governing Board packets for Regular and Special meetings; and
3. notification of the existence of and the access to data and information relevant to grievances by the AFSCME representative provided the employee has authorized the release of such information. Information regarding the existence of discrimination complaints covered by the Equal Opportunity/Affirmative Action and Sexual Harassment policies shall be provided to the AFSCME representative upon written authorization from the employee. No information will be provided regarding data, testimony, names or other relevant facts obtained from other persons assisting in the investigation of discrimination grievances.
4. Management and AFSCME agree that they will facilitate Meet and Confer by sharing Meet and Confer information received. AFSCME will provide a brief rationale for the request to the Chief Human Resources Officer. The Chief Human Resources Officer or his/her designee will provide to AFSCME, in a timely manner (typically within 10 working days from receipt of the request) requested information necessary to prepare presentations and to develop proposals and conduct Meet and Confer on behalf of AFSCME, provided the information is readily available or not unduly burdensome to obtain. If the information requested exists in a standard electronic format, this information will be available to AFSCME electronically. If Human Resources is unable to provide the information, an explanation will be given in writing.

G. Payroll Dues Deductions

An employee wishing to cancel his/her dues deduction authorization shall provide written notice to the College's AFSCME representative between September 15 and September 30 of 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 October 15 of each year.

Employees facing a financial hardship, or no longer employed in a regular non-exempt position, may withdraw at times other than the window period. The employee submits in writing a request to withdraw membership to the College's AFSCME representative, Human Resources and the District Payroll Office. In the event an employee is separated from employment with the College or goes into an unpaid state for any reason, all obligations for deduction of dues shall cease.

AFSCME shall indemnify and save harmless the College from and against any and all claims, damages or other forms of liability which may arise out of or by reason of any action taken by the College or AFSCME for the purpose of complying with the section.

H. Outsourcing

AFSCME representatives will be permitted to make recommendations to the College for the purpose of contracting out College work currently performed by the non-exempt employees. AFSCME will also be invited to participate on all discussions as they relate to contracting out of employee duties outside of state contracting guidelines.

AFSCME will be informed of any recommendations for contracting of work presently performed by the non-exempt employees who would be impacted directly by a reduction in the number of regular full-time employee positions.

AFSCME shall also be permitted to make recommendations to the College in the hiring of any consultant for the purposes of studying and/or recommending changes to the current classification and compensation system.

Appendix A: Job Titles 2009-2010

<u>Series Title</u>	<u>Classification Title</u>	<u>Range</u>
Assessment – Stand Alone	Interpreter for Hearing Impaired	B23
Child Care	Child Care Assistant Child Care Specialist Child Care Supervisor	A11 B23 B24
Facilities/Maintenance/Trades – Custodial	Custodian Custodial Supervisor	A11 B32
Facilities/Maintenance/Trades – Trades	Trades/Maintenance Technician Trades/Maintenance Specialist Trades/Maintenance Specialist, Advanced Trades/Maintenance Supervisor	A11 B21, 22, 23 B24 B25
Fiscal – Fiscal Support	Fiscal Support Assistant Fiscal Support Technician Fiscal Support Specialist	A12 A13 B23
General Administrative Support – General Support	Support Assistant Support Technician Support Specialist Support Coordinator	A11 A12 B22 B24
General Administrative Support – Stand Alone	Administrative Assistant to the Chancellor	C40
Health and Safety – Environmental	Environmental Program Coordinator	C40
Human Resources	Human Resources Specialist	B23
Information Technology – Technician	Information Technology Assistant Information Technology Technician Information Technology Specialist	A11 B22 B24
Instructional Laboratory Support	Laboratory Assistant Laboratory Technician Laboratory Specialist Laboratory Supervisor	A11 A13 B23 B24
Library – Library Support	Library Services Technician Library Services Specialist	A13 B22
Materials Management	Materials Handler Technician Materials and Inventory Control Specialist Materials Management Supervisor	A11 A12 B32
Media Support – Instructional Support	Instructional Media Technician Instructional Media Specialist Instructional Media Coordinator	A12 B22 B24
Media Support – Media/Graphics/Printing	Printer Operator	A11

	Media Specialist	B23
	Printer Supervisor	B23
Production Theater – Performing Arts	Theater Technical Coordinator	B23
Program Coordination – Facilities Coordination	Facilities Coordinator	B22
Program Coordination – Program Coordination	Assistant Program Coordinator	B21
	Program Assistant	B23
Public Information – Marketing & Public Relations	Marketing & Public Relations Specialist	B23
Public Safety – Dispatcher	Public Safety Dispatcher	A12
	Public Safety Dispatch Supervisor	B32
Public Safety – Police Officer	Police Recruit	A11
	Police Officer	B24
	Police Sergeant	B25
Research	Research Specialist	B23
Student Services	Student Services Technician	A13
	Student Services Specialist	B23
	Student Services Advanced Specialist	B32

Appendix B: Classified Non-Exempt Salary Schedule FY 2009-2010

Non-Exempt Hourly Salary Schedule - 40 Hours per week									
	Grade								
Step	A11	A12	A13	B21	B22	B23	B24 / B31	B25 / B32	C40
1	12.39	13.36	14.31	15.28	16.25	17.22	18.43	19.86	21.48
2	12.70	13.69	14.67	15.67	16.66	17.64	18.90	20.37	22.00
3	13.03	14.02	15.05	16.07	17.07	18.09	19.35	20.88	22.54
4	13.34	14.36	15.42	16.45	17.52	18.53	19.82	21.36	23.11
5	13.68	14.75	15.80	16.86	17.94	18.99	20.34	21.93	23.68
6	14.02	15.11	16.19	17.31	18.38	19.48	20.84	22.46	24.28
7	14.36	15.49	16.61	17.71	18.84	19.98	21.33	23.05	24.88
8	14.73	15.87	17.02	18.19	19.31	20.46	21.89	23.61	25.51
9	15.11	16.27	17.44	18.64	19.79	20.97	22.43	24.20	26.14
10	15.49	16.68	17.90	19.10	20.30	21.52	23.02	24.81	26.78
11	15.86	17.10	18.34	19.56	20.79	22.03	23.59	25.45	27.46
12	16.27	17.54	18.79	20.06	21.30	22.59	24.14	26.05	28.16
13	16.67	17.95	19.26	20.55	21.85	23.15	24.75	26.72	28.85
14	17.08	18.42	19.74	21.07	22.40	23.73	25.40	27.39	29.57
15	17.51	18.88	20.25	21.60	22.96	24.33	26.02	28.06	30.32

Non-Exempt Hourly Staff - 37.5 work hours or less									
Step	Grade								
	A11	A12	A13	B21	B22	B23	B24 / B31	B25 / B32	C40
1	12.71	13.70	14.68	15.67	16.67	17.66	18.90	20.37	22.03
2	13.03	14.04	15.05	16.07	17.09	18.09	19.38	20.89	22.56
3	13.36	14.38	15.44	16.48	17.51	18.55	19.85	21.42	23.12
4	13.68	14.73	15.82	16.87	17.97	19.00	20.33	21.91	23.70
5	14.03	15.13	16.21	17.29	18.40	19.48	20.86	22.49	24.29
6	14.38	15.50	16.61	17.75	18.85	19.98	21.37	23.04	24.90
7	14.73	15.89	17.04	18.16	19.32	20.49	21.88	23.64	25.52
8	15.11	16.28	17.46	18.66	19.81	20.98	22.45	24.22	26.16
9	15.50	16.69	17.89	19.12	20.30	21.51	23.00	24.82	26.81
10	15.89	17.11	18.36	19.59	20.82	22.07	23.61	25.45	27.47
11	16.27	17.54	18.81	20.06	21.32	22.59	24.19	26.10	28.16
12	16.69	17.99	19.27	20.57	21.85	23.17	24.76	26.72	28.88
13	17.10	18.41	19.75	21.08	22.41	23.74	25.38	27.40	29.59
14	17.52	18.89	20.25	21.61	22.97	24.34	26.05	28.09	30.33
15	17.96	19.36	20.77	22.15	23.55	24.95	26.69	28.78	31.10

Appendix C: Lead Assignments

Process: The immediate supervisor identifies the need for a position to perform additional lead duties with a higher level of accountability and responsibility. A written request is submitted to the Chief Human Resources Officer stating the assignment need, job requirements, staffing, and the additional duties to be performed. The Chief Human Resources Officer or his/her designee will approve the need for the lead assignment.

All department employees reporting to the supervisor, who has responsibility for the lead position, will be advised of and afforded an opportunity to apply for the lead assignment. If more than one employee expresses an interest and has the requisite requirements to accomplish the lead assignment, the supervisor will work with the Human Resources Office to designate and apply an appropriate selection process.

Definition of lead work: regularly assigned to perform limited supervisory functions over two or more full-time employees at the same grade (band) level or performs significant lead duties in addition to the journey level (fully qualified) tasks of the assigned classification, such as:

1. assigning, scheduling or reviewing work, providing regular guidance and direction, and conducting training of assigned staff, or
2. functioning as the most technically skilled member of the work unit, with significantly higher level responsibilities for conducting and ensuring on-going quality control of team members work, or
3. project lead responsibilities involving the coordination and oversight of activities of a major project/program implementation.

Employees in classifications defined primarily as supervisory or lead are not eligible for additional lead compensation.

Appendix D: Committee to Review Classified Non-Exempt Performance Evaluation

- 1) A process will be created to review the Classified Non-Exempt evaluation instrument and process. The review process will include Administration and Classified Non-Exempt personnel. Classified Non-Exempt personnel representation will include both AFSCME and Staff Council representatives. Subsequent recommendations if any, will be forwarded to Staff Council or to the AFSCME meet and confer process, as appropriate.

Appendix E: Non-Exempt Staff Step Progression Plan and Criteria

Effective July 1, 2005
Revised effective July 1, 2008

STATEMENT OF PURPOSE:

Non-exempt staff step progression (i.e., Professional Goals Plan) will focus on employee development to meet individual and organizational needs in support of the College mission.

As employees pursue and attain professional growth, significant benefits also accrue to the College in the form of increased transfer of knowledge, skills, and abilities, higher productivity, improved satisfaction and retention. Step advancement within a salary grade is one way for the College to formally recognize, encourage and reward contributing employee gains through monetary increases.

The Step Progression Plan is established by the employee for their own professional growth and development and as such, time spent on achievement, other than to attend College sponsored professional development training, shall be on the employee's own time. Employees may, with the approval of their immediate supervisor, adjust their work schedules to permit time to take College credit courses during normal working hours, so long as the 40-hour work week is observed.

The Employee Step Progression Committee established the following tests that step criteria should meet. Criteria for step advancement should be:

- Achievable; realistic (can be obtained in a reasonable amount of time)
- Attainable (equal opportunity to obtain)
- Verifiable (documented)
- Distinguishable between one person and another
- Incremental (new since last assessment)
- Cumulative (achievements toward a step can carry over to future year(s) until step is received)
- Relevant to job or College career
- Significant work, requiring effort by employee
- An additional contribution (not recurring effort such as repeating college coursework)

CRITERIA FOR STEP ADVANCEMENT

A) Threshold test – To be eligible, the full-time regular non-exempt employee must meet the following criteria at time of the final Plan review:

- Not subject to a Performance Improvement Plan or a Disciplinary action
- A regular employee (not on initial probation)

- Perform satisfactorily (no current documented performance problems or an annual performance evaluation overall rating of ‘Needs Development’)

B) Step advance criteria - The committee identified multiple ways in which an employee could attain professional growth and established criteria for equivalency of effort for each of the identified criteria. Criteria previously accepted for step advancement in an employee’s Professional Goal Plan cannot be resubmitted in future plans.

The following criteria for step advancement as stated below equate to 75 contact (clock) hours or reflect a corresponding amount of effort above standard performance.

OPTION A: Any combination of the following criteria 1-8 can be used to equate to completion of 75 contact hours.

1. Completion of 5-credit hours of college-level course work from an accredited college or university with a grade of C or better (education should be related to the job or other employment at the College). Courses must be related to job performance and/or career path. Fitness and wellness classes will not apply unless it is clearly demonstrated that they are directly related to the professional duties of the employee’s current classification with Pima Community College, OR
2. Completion of 75 contact hours of professional development courses sponsored by Pima Community College, OR
3. Completion of 7.5 C.E.U (Continuing Education Units) or 75 contact hours attending professional conferences, seminars or workshops or other similar training that acknowledges clock hours (education should be related to the job or other employment at the College), OR
4. 75 contact hours spent designing and presenting in-house PCC professional development training sessions, OR
5. 75 contact hours spent (measured by clock hours) on a Chancellor sanctioned, College-wide standing committee, task force, working group, or selection advisory committee for regular appointments (not as a representative of an employee group), OR
6. Attainment of a technical or professional certification or license issued by a state or nationally recognized agency, professional organization or other similar entity (separate and unrelated to work in category 1 – 3 above), (technical or professional certification or license should be related to the job or other employment at the College and equivalent effort of 75 contact hours), OR
7. 75 contact hours spent in a college required or approved cross-training assignment in different position, other than the employee’s regular position, for which no additional compensation is received, OR

8. 75 hours of voluntary community service work (secular activity) performed outside of the job (i.e., not performed while on paid College time other than district wide activities approved by the Chief Human Resources Officer) for a recognized public or non-profit agency that aligns with the position or individual's career goals, or which supports the College's Plan.

OPTION B:

Completion of an Individual Enrichment Plan equivalent to 75 clock hours. The plan should encompass activities, apart from the employee's regular assigned tasks, which will benefit the organization and increase the efficiency and effectiveness of services, functions and/or service areas relevant to the employee's current job classification. The activities chosen by the employee must be measurable, substantiated in a report and with supervisor agreement as to the relevance, documented showing proof of completion. Failure of the employee and supervisor to reach agreement on an Individual Enrichment Plan is not grievable.

OPTION C:

A combination of Option A and Option B equivalent to 75 clock hours.

PROCESS:

Process is designed to utilize technology as much as possible. For ease of access by the employee, the Professional Goals Plan (PGP) form will be available on-line. If feasible, completed Professional Goals Plan (PGP) forms will be submitted electronically for committee review and action.

COMPOSITION OF STEP PROGRESSION COMMITTEE:

The Step Progression Committee composition will remain: two members from Human Resources, one member from Finance, one non-employee group affiliated member and two AFSCME members.

PLAN DEVELOPMENT:

1. Employee completes Professional Goals Plan (PGP) identifying the specific objectives and/or activities to be accomplished, after June 1, 2009. The PGP time period for Fiscal Year 2009-2010 will be from June 2, 2009 to June 1, 2010. Employee may complete his/her PGP at any time during this period of time.
2. Employee submits PGP to supervisor for review.
3. Supervisor meets with employee to discuss Professional Goals related to the job, or other employment at the College.

4. Supervisor verifies Professional Goal objectives have been discussed with employee (Option A). Supervisor approval is required for Individual Enrichment Plan activities (Option B). All time spent in the completion of the Individual Enrichment Plan must be performed during College work-time with prior approval by the supervisor. The Supervisor submits form to administrator (i.e., Assistant Vice Chancellor, Dean, Vice Chancellor or President) for signature approval within 10 working days, with or without comments.
5. Administrator reviews employee's Professional Goals and indicates agreement or disagreement with each goal identified by the employee (explain why disagree). Administrator indicated satisfactory performance (i.e., no documented performance issues in effect).
6. Administrator signs and submits PGP to Human Resources within 10 working days.
7. Human Resources reviews PGP submittals for completeness and tracks submittals to disposition.

PLAN REVIEW:

1. The Step Progression Committee will meet periodically throughout the fiscal year to review PGPs and to ensure activities and objectives in the plan satisfy the requirements for step advancement (both at the initial and final review stages).
2. At the end of each review meeting, the Step Progression Committee will recommend to the Chief Human Resources Officer the names of employees with PGPs that will meet, and will not meet, requirements for step advancement.
3. Upon approval of Chief Human Resources Officer, Human Resources will notify employee and supervisor on the results of the Step Progression Committee's review. PGPs will be returned to the employee.

CHANGES TO THE PLAN:

1. An employee may revise and resubmit his/her PGP to Human Resources for reevaluation of changes by the Step Progression Committee.
2. Human Resources returns the reevaluated form to the employee with notification of the disposition.

PLAN APPROVAL:

1. Upon completion of the PGP (plan should be submitted as soon as completed, but may be submitted at any time during the fiscal year no later than June 1), employee submits

supporting documentation to Human Resources. The appropriate school, agency, licensing entity, etc, must issue the supportive documentation.

Employees who have obtained approval of and successfully completed their PGP with supportive documentation no later than June 1 will be eligible to receive one-step advancement effective July 1 of the new fiscal year subject to Board funding and approval (may be applied retroactively).

2. The Human Resources Department transmits a list of employees who have successfully completed their Professional Goals Progression Plans to the Payroll Office for further processing for step advancement.
3. Activities that are not accomplished in one plan year may be carried forward into future year's PGP upon request, on or before June 1, by the employee.
4. While professional and personal growth of all employees is encouraged, employees who are at (or above) the maximum step of the pay grade for their classification, are not eligible for any additional step increases.
5. A non-exempt employee who serves in an acting exempt position and returns to non-exempt status will be granted a step on the non-exempt salary schedule if he or she satisfactorily satisfies either the nonexempt or exempt step criteria plan.
6. The Step Progression Committee will review PGPs and supporting documentation to determine if the criteria for step advancement have been met and will recommend to the Chief Human Resources Officer the names of employees with completed plans. The committee will provide explanation for denial of a PGP to the Chief Human Resources Officer.
7. Upon review by the Chief Human Resources Officer, the employee and supervisor will receive notification of the evaluation results.
8. Employees who have successfully completed their plans must continue to meet the threshold test through the end of the fiscal year in order to be eligible for a step advancement.

RECONSIDERATION

1. If an employee believes his or her initial or completed plan has been inappropriately denied, the employee may request reconsideration from the Chief Human Resources Officer within 30 days of receiving the notice.
2. The Chief Human Resources Officer, whose decision is final in the matter, will provide a written determination to the employee.

STEP ADJUSTMENTS – FISCAL YEAR 09/10

In any fiscal year, all step adjustments for regular employees as a result of the completion of step plans are subject to Governing Board approval and funding.

The Board of Governors did not approve step adjustment funding in fiscal year 2009/10. As a consequence, step plans completed and approved in fiscal year 2008/09 are held in abeyance until the fiscal year the Governing Board approves funding to active full-time regular employees. For example, if funding is not approved in fiscal year 2010/2011, the step adjustment will be held in abeyance until fiscal year 2011/12 and if funding is not approved for 2011/12, the step adjustment will be held in abeyance until fiscal year 2012/2013. Any employee not approved for step advancement will have the opportunity to apply for step advancement the following year.

An employee may not accumulate more than one step to be held in abeyance.

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