

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.