



Pima County Community College District Board Policy

Version A

Board Policy Title: **Personnel Governance and Policy for College Employees**

Board Policy Number: BP 1.25

Adoption Date: 2/17/82

Schedule for Review & Update: Every three years

Review Date(s): 12/5/14, 10/11/16, 11/17/17, [10/27/23](#)

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Sponsoring Unit/Department: Chancellor / Human Resources

Legal Reference:

Cross Reference:

The Pima Community College District Governing Board (“the Board”) recognizes the value of employment policies that benefit students, community, and staff. The Board recognizes Employee Representative Groups to provide input for the development and revision of personnel policies, Board Policies, Administrative Procedures, and handbooks that are directly and substantially related to compensation and working conditions through a formally structured Meet and Confer process. Representative groups shall be elected through a fair and open process described in AP 1.25.02 to represent:

- Full-time regular classified employees – non-exempt;
- Full-time regular classified employees – exempt;
- Full-time regular instructional and educational support faculty.
- Adjunct faculty

The Board values employee expertise and encourages all employees to participate in the Meet and Confer process through the All Employee Representative Council (AERC) (see AP 1.25.01). The Board expects management and employees to work toward mutual agreement, guided by the College’s vision, mission, and strategic

goals, and seek input and feedback from employees in an inclusive and systematic manner.

Management, in conjunction with the Chancellor, shall have the full authority to meet and confer with the AERC on personnel-related policy and procedures. The Chancellor, Employee Representative Groups, and AERC shall report to the Board on the Meet and Confer process on a regular basis, at least annually. Policies on which agreement has been reached will go to the Board as information items.

When agreement cannot be reached, multiple policy recommendations with justification will be presented by the appropriate AERC and Management representatives to the Board.

The Board may discuss the proposals with representatives, give direction to representatives to continue to attempt to reach consensus, and/or make a final decision.

The Board shall review and approve employee salary schedules annually.

~~The Board delegates to the Chancellor responsibility to develop, implement, and maintain Administrative Procedures and personnel policies/handbooks governing employment with Pima Community College. No Administrative Procedure or personnel policy/handbook may limit or supersede the Board's authority.~~

~~The Board values employee input into the decision-making processes of the College. The Board expects management and employees to work toward mutual agreement, guided by the College's vision, mission and strategic goals, and seek input and feedback from employees in an inclusive and systematic manner. Accordingly, the Board recognizes employee representative groups to provide input for the development and revision of personnel Administrative Procedures and policies/handbooks directly and substantially related to wages, salaries and working conditions in a structured Meet and Confer process. Duly elected representative groups will continue to be invited to provide input related to the above to the Board.~~

~~Representative groups shall be elected through a fair and open process to represent~~

- ~~● Full-time regular classified employees—non-exempt;~~
- ~~● Full-time regular classified employees—exempt;~~
- ~~● Full-time regular instructional and educational support faculty.~~

~~(see AP 1.25.02—[pending])~~

~~The Chancellor and All Employee Representative Council (see AP 1.25.01) shall report to the Board on the Meet and Confer process on a regular basis, at least annually.~~