Section II. Employment

Please refer to SPG-4201/BA “Filling Authorized, Vacant Regular Positions” for more information on recruitment and employment.

A. Employment Status and Compensation
   [all employees]

1. Regular Employees
   a. Employment Status and Compensation
      Regular employees are employees who meet the definition of regular employee (see Glossary definition). Regular employment may be full-time or part-time. Full-time regular employees are eligible for College benefits.

      Regular positions within the College are assigned to one of the following groups: administrator, faculty (instructional faculty or educational support faculty), or classified staff (exempt or non-exempt). Position duties and responsibilities are determined by the College administration through the office of Human Resources. Compensation for regular positions is based on compensation and classification plans and salary schedules approved by the Governing Board and implemented by the Administration for each employee group. For more information on classification of positions, please refer to http://www.pima.edu/about-pima/policies/standard-practice-guides/SPG-1502-BA.html and http://www.pima.edu/about-pima/policies/standard-practice-guides/SPG-1502-BB.html.

      Administrators and Faculty are contracted personnel. Contracts for Administrators and Executive Administrators will not exceed one fiscal year. The contract term for the Chancellor’s employment will be determined by the Governing Board. Faculty contracts are for a maximum of an academic year or fiscal year, depending upon the FTE (budgeted position) authorization. Nothing in this policy statement, or in any employee group policy statement, creates an express or implied contract or expectation of employment beyond any current contract period.

   b. Employment Status and Year of Service:
      A year of employment service to the College is determined by the Personnel Policy Statement applicable to an individual’s employee group and the standard annual equivalency for a year of service in that group. As an example, if a faculty member completes either a 9-month or 12-month contract, the faculty member has one year of service. A staff employee who serves in a position designated as 9, 10, 11 or 12 months is credited with one year of service upon completion of that term of employment. Similarly, if an Administrator completes a 12-month contract, this individual is credited with one year of service. Partially completed years will be calculated on a pro-rated basis as determined by the Chief Human Resources Officer.
When an employee moves from one employee group to another (examples: Administrator to Faculty, Staff to Administrator, Staff to Faculty, Faculty to Administrator), his/her years of employment service attributable to the transferring employee are determined in accordance to the Personnel Policy Statement applicable to the employee group in which the employee served prior to the change. The employee retains that total number of years of employment service to the College, as stated in the preceding paragraph. Partially completed years will be calculated on a pro-rated basis as determined by the Chief Human Resources Officer. Subsequent years of service will be determined by the personnel policy statement applicable to the new employee group to which the employee has moved.

Note: years of service as defined above pertains only to the College and as such may differ from the Arizona State Retirement System, Optional Retirement Plan, or other partners.

2. **Probationary Employees**

   a. **Initial Hire:** Classified staff personnel hired by the Board of Governors into a regular position must complete an initial hire probation period. Employees serving this initial hire probation period receive only specified benefits and entitlement. Conversion to the full rights and benefits of regular status is contingent on completion of the initial hire probation period. Probationary employment may be terminated at any time with or without cause or notice and without the right to appeal. However, if discrimination or harassment is alleged, such allegations will be reviewed through internal College procedures. (See *Classified Exempt and Classified Non-Exempt Personnel Policy Statements*.)

   b. **Position Change:** Classified staff assigned or hired into another regular position must complete a position change probation period. An employee serving a position change probation period may be removed without the right to grieve from the position to which s/he was promoted or reassigned. (See *Classified Exempt and Classified Non-Exempt Personnel Policy Statements*.)

3. **Temporary Employees**

   Employees hired to perform a particular task(s) or assignment or for a particular length of time. They may work full-time, part-time, or as needed. They are ineligible for College-provided benefits, except as specifically stated in the Personnel Policy Statements. All employment other than regular employment is considered temporary. Temporary employment not otherwise covered by an employment contract for a specific duration may be terminated at any time with or without cause or notice and without the right to appeal. Temporary employment includes:

   a. **Adjunct Faculty (Instructional):** Part-time, certificated faculty who are contracted by the College to teach a limited number of load hours for one semester or less. Compensation is based on the Adjunct Faculty load hour rate approved by the Governing Board.
b. **Adjunct Faculty (Educational Support):** Part-time faculty, certificated as required, who are employed by the College for a temporary educational support assignment for one semester or six months. Compensation is based on the non-instructional faculty rate approved by the Governing Board.

c. **Faculty Provisional Appointment:** Full-time faculty, certificated as required, contracted by the College for one year (academic or fiscal) or one-half year (one semester or six months) to perform the full range of regular faculty duties on a temporary basis, typically when regular faculty positions are temporarily vacant. Compensation is based on step 1 of the appropriate regular faculty salary schedule, the highest degree awarded, and additional educational attainment, as documented by official transcripts, and in accordance with the Faculty Compensation Plan. (See *Faculty Personnel Policy Statement.*) Upon recommendation of the Campus President and approval by the Chancellor, salary exceptions may be granted in unusual circumstances of substantial difficulty in the recruitment of qualified faculty in a particular field.

d. **Temporary Classified or Administrative:** Full-time, part-time, or as needed temporary personnel performing staff or administrative duties which have been classified and assigned a salary schedule range in accordance with the classification system approved by the Governing Board and implemented by the Administration. Compensation is based on step 1 (first step) of the appropriate salary schedule pay range, prorated as appropriate, unless an exception is recommended by Human Resources and approved by the Chancellor, Chief Human Resources Officer, or Campus President.

e. **Temporary Unclassified:** Part-time, intermittent, seasonal or as-needed temporary limited employment in a general category of unclassified duties; for example, student employment, casual labor, non-credit instructor, or special services. On a periodic basis, pay rates are established for unclassified temporary employees, subject to approval by the Governing Board and any statutory requirements.

f. **Interim Appointment:** Full-time, non-regular personnel, eligible for benefits, performing staff or administrative duties in an authorized full-time equivalent (FTE) position. Duties have been classified and assigned a salary schedule range in accordance with the classification system approved by the Governing Board and implemented by the Administration. Compensation is based on the appropriate salary schedule pay range, pro-rated as appropriate, unless an exception is recommended by Human Resources and approved by the Chancellor, Chief Human Resources Officer, or Campus President. The employment of Interim Appointments may be terminated at any time, with or without cause or with or without notice. Approval to fill a vacancy through an Interim Appointment requires the approval of the Chancellor or designee. Interim Appointments are not regular College employees.

4. All College employment is contingent upon approval by the Governing Board.

B. **Competitive Employment for Regular Positions**

Background: In the spring of 2014 the Standard Practice Guide (SPG) 4201/BA, titled Filling Authorized, Vacant Regular Positions, was comprehensively reviewed and revised by all employee representative groups (ACES, AFSCME, PCCEA and Administration). The resulting
revisions were vetted through the College’s policy review process. In keeping with this collaborative effort to continually improve the process contained in SPG 4201/BA, the administration and employee representative groups will jointly review this process every two years (beginning in the spring of 2016) or more often if requested by any employee representative group. Due to the substantive changes to SPG 4201/BA, this review will occur in addition to the standard SPG review process.

Information on filling authorized, vacant regular positions may be found here http://www.pima.edu/about-pima/policies/standard-practice-guides/SPG-4201-BA.html. Questions regarding this process should be directed to the Human Resources department.

C. Involuntary Transfer Process
[regular employees only]

The Board and its Administration reserve the right to manage its workforce, including the transfer of College employees with or without their consent, when, in its sole discretion determines that the best interests of the College will be served.

The College reserves the right to transfer, reassign and temporarily deploy employees. Insofar as possible, all such transfers, reassignments and deployments shall be voluntary.

D. Accounting for Work and Leave
[all employees]

All employees and supervisors are responsible for the accurate and timely accounting of hours worked and/or leave taken in accordance with established payroll procedures and deadlines.

Adjunct faculty members do not submit time records, but report their absences in accordance with campus procedures.

a. Non-Exempt employees must submit time/leave records to the supervisor with an accurate accounting of all hours worked, including overtime earned and compensatory time banked and taken, and all paid and/or unpaid leave taken.

b. Exempt employees, faculty, and administrators must submit time/leave records on an exception basis (whenever any type of leave time is taken) with an accurate accounting of all paid and/or unpaid leave time taken.

c. Supervisor/Administrative employees must assure that properly completed time/leave records for assigned employees are reviewed, corrected (if necessary), approved, and submitted in accordance with established payroll procedures and deadlines.

The employee’s submission and supervisor’s approval of the time/leave record attest to the accuracy of the submission. It is the employee’s responsibility to ensure he/she is paid accurately for time worked and leave taken. It is the supervisor’s responsibility to assure his/her
approval accurately reflects an employee’s time worked and/or leave taken, and that submittal is timely in accordance with time/leave reporting requirements.

E. Work Locations
   [all employees]

All College employees will be assigned a College work site(s), either at a PCC facility or another public facility, or a site leased by the College, by the appropriate Executive Administrator. Work sites outside of Pima County require the approval of the Chancellor. Work sites other than an employee’s designated College work site(s) are not permissible.

F. Lactation Time Away From Work
   [all employees]

The College recognizes and respects the need for lactating mothers in its employ to express breast milk. Mothers of babies younger than one year old may request a reasonable unpaid amount of time from assigned work for this purpose. Additionally, the College will provide a private lactation room upon the employee’s request to the Human Resources Employee Relations Office. This policy does not accommodate breastfeeding in the workplace.

G. College Closure or Delayed Opening
   [all employees]

In the event of unusual circumstances resulting from extreme weather conditions, a natural disaster, a mechanical failure, or other emergency circumstances, the College administration may deem it necessary to delay opening, close early, or close completely one or more College facilities.

If one of the circumstances above occurs, the employees at the affected facility may be reassigned to another location or may be released from work duty, as determined by the administration. In situations where, as the result of the closure of a facility, an employee is relieved from work duty for more than a portion of, or all of one work day, the continuation of pay will be determined by Administration and may depend on length and circumstances of closure. Employees shall not be compensated for closure time if the employee is not otherwise scheduled to work, or if the employee is on any form of paid or unpaid leave.

The College Administration will announce closure information and how it will impact employees as soon as possible. Regular employees in essential operations may be asked to work when the College is officially closed.