GLOSSARY

Definitions

1. **Acting Assignment** shall refer to a regular employee who is filling an authorized vacant position on a temporary basis. (Acting Assignments may occur across all employee groups.)

2. **Administration** shall mean the Administrators of Pima County Community College District.

3. **Administrative Appointment (Instructor)** shall mean a full-time staff member who is certified as required, and contracted by the College for a certain period of time to perform the full range of Instructor duties and responsibilities on a temporary basis. Administrative Appointments (Instructor) are made non-competitively or on a limited competitive basis.

4. **Administrator** shall mean an employee whose principal duties and responsibilities are to provide administrative direction and leadership to the College, or a major division thereof. Placement into this group must be determined and approved by the Chancellor.

5. **Board** shall mean the Board of Governors of the Pima County Community College District.

6. **Campus** shall mean assigned locations, approved community facilities and locations, and/or other locations approved and designated for instruction or instruction related activities.

7. **Chancellor** shall mean the Chief Executive Officer of Pima County Community College District.

8. **Classified** shall mean an exempt or non-exempt staff employee in a position defined by the College’s classification/compensation system for which Generic job descriptions and corresponding pay grade ranges are established for these positions.

9. **Chief Human Resources Officer** shall mean an Administrator designated by the Chancellor to manage the College’s human resources function and operations, and ensure compliance for all human resources and personnel matters.

10. **College** or **District** shall mean the Pima County Community College District.

11. **Conviction** includes pleas of no contest or nolo contendere.

12. **Demotion** shall refer to a College initiated disciplinary action to a lower classification range or position.
13. **Department** shall mean sub-units or Offices within a College administrative unit.

14. **Dependent** shall mean
   a. the employee’s spouse and/or child(ren) as declared by the employee’s Federal income tax return as a qualified IRS dependent,
   b. or as filed jointly on Federal income tax return.

15. **Employee Assistance Program** (EAP) is a College-paid benefit for employees, dependents, spouse or domestic partner. EAP provides a full range of counseling and referral services for individual, family and marital concerns; stress and job-related issues; illness and grief counseling; child and domestic abuse; and chemical dependency assessment.

16. **Employee Group** shall mean classified non-exempt staff, exempt staff, administrative or full-time regular faculty (educational support and instructional).

17. **Employee Representative Group** shall mean a duly recognized employee organization eligible to participate in the meet-and-confer process.

18. **Executive Administrator** shall mean the Chancellor, Executive Vice Chancellors, Vice Chancellors and Campus Presidents who have College-wide responsibility in carrying out the policies of the College’s Governing Board.

19. **Exempt Employees** shall mean employees whose positions meet specific tests established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

20. **Externally Funded Positions** have 50% or more of the funding coming from resources other than the general operating funds of the College. For such positions, the Chief Human Resources Officer, in consultation with the Executive Vice Chancellor for Finance and Administration, shall determine the application of the applicable College Personnel Policy Statement to each of its instructors, staff and/or administrative positions.

21. **Faculty** shall mean full-time regular personnel who carry out the educational mission of the College: instructional faculty and educational support.

22. **Faculty Administrative Appointment** shall mean a full-time faculty member who is certified as required, and 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. Faculty Provisional Appointments are made on a limited competitive basis.

23. **Faculty Flex Schedule** applies to regular and administrative appointment faculty and allows the days of accountability to include day, evening, weekend and recess work assignments.
24. **Flex Year Contract** applies to regular and administrative appointment faculty and allows for the distribution of the days of accountability within the fiscal year period in order to provide for flexible scheduling of instructional services and continuous coverage of advising, registration and library services.

25. **Full-time Employment** means that an employee is scheduled to work 30 hours or more per week.

26. **Initial Hire**: Employment for the first time in a regular position with the College.

27. **Interim Appointment** shall refer to a special category of temporary employment of an employee employed on a non-regular basis, but with benefits, as determined by the Administration, with no guaranteed, implied or expressed commitment of continued employment, and whose employment may be terminated at any time, with or without cause and with or without notice.

28. **Involuntary Transfer** – a transfer of a regular employee initiated by the College

29. **Mediation** is a form of dispute resolution that uses an objective third party (mediator) to help people in conflict (disputants) resolve their differences. Mediation is voluntary and both parties must mutually agree to participate.

30. **Non-Exempt Employees** shall mean employees whose positions do not meet Fair Labor Standards Act (FLSA) exemption tests and who are paid one and one-half times their regular rate of pay for hours worked in excess of 40 hours per week.

31. **Part-time Employment** means that an employee has a regular work schedule of less than 30 hours per week.

32. **President of an Employee Representative Group** or his/her designee is the authorized spokesperson for the organization.

33. **Probationary Employee** shall mean an employee who, as a condition of employment, is serving either an initial hire probation period, a position change probation period, or a disciplinary probation period. [See Conditions of Work in the *Classified Exempt Personnel Policy Statement* and the *Classified Non-Exempt Personnel Policy Statement*, and Code of Conduct/Discipline/Grievance Procedure in this Policy Statement.]

34. **Promotion**: Change of a regular employee to a position at a higher classified range within the same employee group or to a higher rate of pay in another employee group.

35. **Qualified Applicants**: Those who meet established qualifications and eligibility requirements for the position and have applied under a competitive job announcement.

36. **Reassignment or Position Change**: Change in assignment of a regular employee from one position to another at the same level or to another location. (See also “Promotion”
when reassignment is to a higher range or rate of pay.)

37. **Recruitment Area**: Area in which the College makes an intensive search for eligible applicants in a specific competitive action. The *minimum recruitment area* is defined as local, national or targeted geographical areas in which the College should reasonably expect to locate enough highly qualified candidates, as determined by the College, to fill positions of that type and range.

38. **Regular Employee** means that an employee:

   a. works in a position (FTE) which is authorized for at least the equivalent to nine months per year and is designated as regular, and;
   b. is not classified as temporary, and;
   c. is not serving an initial hire probation period.

   Regular employees in externally funded positions are subject to special employment conditions and/or restrictions.

39. **Supervisor** shall mean an employee who supervises subordinate staff, including selecting, training, motivating, coaching, correcting, evaluating, disciplining, and recommending termination of employees.

40. **Temporary Employee** means an employee assigned to work full-time, part-time or on an intermittent or as-needed basis for a limited employment period with no guaranteed, implied or express commitment of continued employment. All employment other than regular appointment is considered temporary (see Section II).

41. **Transfer** shall mean a change of assignment of a regular College employee to a vacant position of equal or lesser classification and at the same or other location(s).

42. **Work Unit** shall mean a group comprised of employees who report directly or indirectly to the lowest level of Administrative Supervisor.

43. **Years of Service** – The length of time a College employee has served, as that term is defined by the Personnel Policy Statement applicable to the assigned employee group during the period of employment at issue.