Index

A
Acceptable Use of IT Resources · 74
Access to Personnel Records and Personnel Information · 10
Accommodation for Religious Observances · 4
Accounting for Work and Leave · 16
ACES · 63
ADA Accommodation -3
Adjunct Faculty · 14
AFSCME · 63
Americans With Disabilities Act Compliance · 3
Annual and Sick Leave · 27
Appeal of Disciplinary Action Excluding Termination · 53
Appeal of Termination · 54

B
Benefit Eligibility · 18
Bereavement Leave · 27

C
Catastrophic Leave of Absence · 34
Code of Conduct/Discipline · 40
College Closure or Delayed Opening · 17
Compensation for Unused Accumulated Sick Leave · 25
Competitive Employment for Regular Positions · 15
Conflict of Interest Definition · 5
Consensual Relationships · 7
Contacts for Help with a Complaint · 80
Continuation of Health Insurance · 64
Corrective Action Procedure · 47

D
Demotion · 52
Discrimination and Harassment
  Retaliation · 2
  Reporting Responsibility and Procedures · 4
Disciplinary Actions · 50
Disciplinary Procedures · 49
Disciplinary Reassignment · 51
Disciplinary Transfer · 52
Disclosure- Nepotism · 6
Disclosure - Consensual Relationships · 7
Disclosure - Outside Employment · 9
Disclosure of Conflict of Interest Pecuniary or Proprietary Interests · 5
Donating Leave · 37
Drug-Free Work Place Policy · 5

E
Educational Benefits (Tuition Waiver) · 23
Emergency Treatment Leave · 29
Employee Assistance Program · 24, 68
Employee Identification Number · 12
Employee Liability Insurance · 23
Employee Rights Under the Family and Medical Leave Act · 77
Employment Opportunity · 2
Employment Status and Compensation · 13

F
Faculty Provisional Appointment · 15
Flexible Spending Accounts · 26
FMLA - Family and Medical Leave Act · 29
Formal Grievance · 59

G
Glossary · 81
Grievance Procedure · 56, 79
Guidelines for Corrective Action and Disciplinary Procedures · 45

H
Health and Dental Insurance · 19

I
Insurance Continuation · 19
Interim Appointment · 15
Investigative Process · 44
Involuntary Transfer Process · 16

J
Jury Duty or Subpoena · 28

L
Lactation Time Away From Work · 17
Leave Under Arizona's Victim Leave Act · 28
Leaves of Absence · 32
Life Insurance · 20
Long-term Disability Insurance · 20

Personnel Policy Statement for College Employees 2016/2017
Page 85
M
Management Rights · 1
Maternity Insurance Coverage · 20
Maternity Leave of Absence · 34
Mediation Program · 71
Medical Leave of Absence · 33
Military Leave · 29

N
Nepotism · 6

P
Parental Leave of Absence · 34
Payroll and Timekeeping Action · 38
PCCEA · 63
Personal Leave · 27
Personal Leave of Absence · 34
Personnel Records · 9
Probationary Employees · 14
Professional Development Leave · 28
Protected Service/Eligibility for Return to Employment · 21

R
Regular Employees · 13
Representation - Corrective Action · 46
Representation - Grievance · 57
Resolution Process: Informal Resolution and Formal Grievance · 59
Retaliation · 2, 43, 46

S
Service to the College · 12
Short-term Disability Insurance · 20
Standards of Behavior for Employees · 41
State Retirement System and Social Security · 25
Suspension · 52

T
Temporary Classified or Administrative · 15
Temporary Employees · 14
Temporary Unclassified · 15
Termination of Employment · 52
Time Exceptions-Corrective Action · 46
Transferred but Unused Leave · 38
Tuition Waiver · 26

U
USERRA Uniformed Services Employment and Reemployment Rights Act of 1994 · 4
Use of Mail Services · 12
Use of IT Resources · 11

V
Voluntary Leave Donation Program · 35
Voluntary Retirement Savings · 25, 70

W
Whistle-blowing · 43
Workers’ Compensation · 22
Work Location · 17
Written Reprimand · 51