Section VII. Association

A. Definition of Association

The employee group to which these policies are applicable shall be comprised of all regular full-time Classified Employees (Exempt) in positions. The term exempt employees’ means employees whose positions meet specific tests established by the Fair Labor Standards Act and who are exempt from overtime pay requirements.

The employee group shall include the job classifications set forth in this statement.

B. Association and Representative Rights

The Association representative shall be permitted access to the work area at reasonable times during regular work hours for the purpose of contacting individual members concerning Association business only. The immediate supervisor shall be notified prior to entry into the work area. It is expected that if the nature of such business will take more than 15 minutes, arrangements will be made to meet during non-working hours.

No harassment or disparate treatment will be tolerated against an ACES member because of his/her membership in the employee representative group, or participation in the legitimate business and/or activities of the employee representative group. Concerns under this provision will be forwarded to the Chief Human Resources Officer or his/her designee.

C. Employer Provisions of Information

The College will provide to the Association the following information:

1. On a quarterly basis, a list of the classified exempt employees including:
   a. Name;
   b. Position/Title/Position Control Number; and
   c. An indicator of exempt employees currently paying ACES dues through payroll deductions.


3. Notification of the existence of all grievances filed by classified exempt employees.

4. As requested, a seniority list of classified exempt employees indicating the employee’s date of employment at the College.

5. As requested, a report of classified exempt position titles and ranges.
6. When a change occurs in the content of a job classification which will result in (a) a change in the employee group placement of an employee within that group, or (b) the placement elsewhere of a job classification currently within the employee group, the College shall endeavor, insofar as is reasonably practical, to inform the Association President.

D. Bulletin Boards

The College agrees to provide bulletin board space for posting official notices pertaining to business of the Association.

E. ACES’ Use of College Resources

Upon written request and with reasonable notice, the College shall make available to the Classified Exempt Representative Group (ACES) an appropriate room for meetings, so long as ACES’ use neither interferes nor conflicts with the official scheduled operations of the College.

ACES representatives may use College office equipment and copy machines and audio-visual equipment (e.g., slide and film projectors, opaque and screens), when such equipment is not otherwise in use to distribute notices of meetings and agenda. ACES shall furnish its own consumable supplies and pay any costs for printing and copying.

ACES may use the College mail services and exempt staff mail boxes for internally generated communications to exempt staff members, but it shall pay its own United States postage costs.

ACES board members shall be permitted to receive telephone calls, faxes and e-mails in their offices from ACES agents, members and/or representatives provided that it does not interfere with employees’ job responsibilities and the operation of the College.

F. Communication

Representatives of the College and representatives of the Association of Classified Exempt Staff (ACES) may meet once each fiscal quarter, if requested by either party, to discuss matters related to provisions of the policies. Such meetings shall be during non-working hours if required by the Association or management.

Other meetings between said representatives to discuss these policies may take place at mutually agreed-upon times.

It is understood that the purpose of these meetings is to enhance communication between the College and exempt employees.

Such meetings and arrangements for meeting places shall be mutually agreed upon by the Association and the College.
G. Reconvening

In the event employees and/or their Association and/or the College desire to reconvene the “Meet and Confer” process, either party shall serve upon the other, not later than the third week of January, its written request to reconvene, as well as a submission of issues, which shall be presented not later than the second week of February. Upon receipt of such notice and upon approval of the request, the “Meet and Confer” process shall begin no later than the first week of March.