



Pima County Community College District Administrative Procedure

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

AP Number: AP 1.25.01

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Schedule for Review & Update: Every three years

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Sponsoring Unit/Department: Chancellor

Policy Title(s) & No(s): Personnel Governance and Policy for College Employees, BP 1.25

Legal Reference:

Cross Reference:

PURPOSE

This procedure establishes the framework for employee input regarding employment-related college policies and procedures.

SECTION 1: Definitions

1.1 All Employee Representative Council (AERC): A group of representatives from all employee classifications. The AERC will meet monthly and will be composed of faculty, adjunct faculty, exempt staff, nonexempt staff, temporary employee representation, and administrators selected from the groups and in the quantities listed below.

Employee Classification	Number of AERC representatives	Note	Term
Exempt	4	One seat chosen by the applicable ERG	2 years

Non-Exempt	4	One seat chosen by the applicable ERG	2 years
Faculty	4	One seat chosen by the applicable ERG	2 years
Adjunct Faculty	2		2 years
Temp Staff	2		2 years
Administration	2		2 years

Administration appoints two representatives and facilitates elections for adjunct faculty and temporary staff representatives.

One seat each for exempt, non-exempt, and faculty is reserved for an appointed ERG member (see 1.2). ERGs will appoint one representative and one alternate to fill the reserved seat. The AERC calls for nominations for the other three seats and holds an election open to all employees in each classification.

All representatives serve terms of two years and may serve multiple terms. The AERC will establish rules for governing its internal processes.

- 1.2 Employee Representative Groups (ERG):** Per BP 1.25, the Board recognizes employee-elected representative groups for the three employee classifications, exempt staff, non-exempt staff, and faculty.
- 1.3 Resolution Team:** Resolution Teams will conduct appropriate research, gather feedback from constituencies, and recommend policy or procedure changes during Meet and Confer (2.3). AERC representatives for administration, or appropriate designees, and employees affected by the policies constitute the basis of each resolution team. Additional members may be added for expertise, to spread a large workload, or other reasons, up to six (6) management and six (6) employee representatives. As much as possible, representatives should have expertise in the item(s) discussed and represent diversity in perspective.
- 1.4 Additional Participants:** The Resolution Team may invite additional subject matter experts or additional affected parties on a temporary basis as needed.

SECTION 2: Process

2.1 Collecting Input

The College encourages all employees to submit their suggestions and concerns regarding personnel policy and terms and conditions of employment to the AERC. The College will provide multiple pathways for employees to submit these suggestions and concerns and develop measures to ensure that, when desired and if possible, anonymity is preserved.

The College will establish and maintain a secure online platform for employees to submit their suggestions and concerns to the AERC that both permits anonymity for the employee and establishes an infrastructure to ensure all submissions are archived and organized to support the AERC's needs for properly reviewing and classifying all suggestions and concerns.

2.2 Categorizing Input

The AERC will review all issues brought forward during input collection (2.1) and determine the appropriate course of action below.

2.2.1 Policy Changes

Compensation and employment-related issues of broad significance best addressed through modification of existing or creation of new Board Policies, Administrative Procedures, the Employee Handbook, or other established handbooks, will be directed to the Meet and Confer process (2.3).

2.2.2 Non-Policy Changes

Employment issues of more limited applicability better addressed on an individual basis or through the processes available from an appropriate responsible unit or department, including potential policy violations, will be directed to that office (e.g., Office of Dispute Resolution, Human Resources, Office of the General Counsel, a Dean, etc.).

2.3 Meet and Confer

AERC representatives for each classification will determine whether their employee group would be impacted by items identified in 2.2.1 and work with Administration representatives to convene an item-specific Meet and Confer

session as necessary, in the form of a Resolution Team. The Resolution Team members will jointly identify any representatives on the Resolution Team.

2.3.1 Resolution Teams

Resolution Teams will conduct appropriate research, gather feedback from constituents, and recommend policy or procedure changes.

2.3.2 Meet and Confer Parameters

(a) Procedures

The AERC shall identify the appropriate decision-maker and set a recommended timeline for the work of each Resolution Team, considering any time-constraints applicable to resolution of the issue. The decision-maker shall also discuss with the Resolution Team applicable parameters on potential approaches (i.e. legal requirements, budget constraints, critical goals, etc.)

Prior to commencement of Meet and Confer, the Resolution Team shall establish guidelines for its open meetings. The goal of the process is to reach consensus through interest-based collaboration. The Resolution Team may request input from the decision-maker at any time during its development of recommendations. If consensus cannot be reached, multiple recommendations may be submitted to the AERC for review. The AERC may:

1. move the recommendations forward to the designated decision-maker; or
2. refer them back to the Resolution Team for revision.

(b) Annual Meet and Confer on Compensation

On an annual basis, the AERC shall conduct Meet and Confer to provide input and recommendations for the budget development process related to employee compensation and for the allocation of funds designated for compensation and professional development.

The AERC and the budget unit within the Finance and Administration Department shall coordinate on the timing of Meet and Confer to allow for the use of the AERC input in the development of budget scenarios for consideration by the Board and for additional AERC input once the Board has provided guidance on development of budget scenarios.

2.3.3 Agreements

Management, in consultation with the Chancellor, shall have full authority to enter into agreements with AERC on policy and compensation recommendations. Management representatives are expected to consult with the decision-maker before finalizing any agreement. Such agreements are not considered College policy or procedure until approved by ~~the Board or~~ the Chancellor or designee, as applicable. For any agreement recommendation that is not approved, the decision-maker shall provide the rationale for the decision. The AERC may choose to revisit the topic and submit additional recommendations in a future Meet and Confer or ask the Board to review the decision (2.3.5).

2.3.4 Third-Party Facilitation

If a Resolution Team determines that continuing Meet and Confer is unlikely to produce an agreement on an issue, that Team may mutually agree to request facilitation by a neutral third party. However, the College recognizes the Board's responsibility and authority to make decisions and its right to accept or reject any facilitated agreements.

2.3.5 Approval

When agreement cannot be reached and multiple recommendations are moved forward by the AERC, the recommendations with justification will be presented by the appropriate AERC 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. ~~applicable decision-maker shall consider the recommendations and inform the AERC in writing of which recommendation(s) or portion(s) of the recommendation(s) are accepted, with supporting and the rationale for the decision.~~

2.4 Documentation and Communication

The AERC shall document the Meet and Confer process including final policy recommendations and the basis for them.

The AERC will ensure that all recommendations and resolutions are communicated with rationale to the parties involved and to the College community, when appropriate. Timely communication will occur via numerous mechanisms.

2.5 Quality Assessment

The AERC will review its processes and effectiveness annually or as needed.