

Section: Glossary

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Employee Handbook Glossary

All Employee Representative Council (AERC) - A group of representatives from all employee classifications (see AP 1.25.01 and BP 1.25) that are part of the shared governance structure specifically charged with providing input on wages and working conditions.

Board - the Governing Board of the Pima County Community College District.

Chancellor - the Chief Executive Officer of Pima County Community College District.

Chief Human Resources Officer - an Administrator designated by the Chancellor to manage the College's human resources function and operations, and ensure compliance for all human resources and talent matters.

Coaching - Coaching involves providing guidance, advice and constructive feedback to employees to develop or enhance their skill, performance, and career to achieve better outcomes. Coaching may be utilized both formally and informally to foster continuous improvement or address performance issues.

Compensable (re: holidays/recesses) - eligible for compensation.

Conviction - guilty of a criminal offense or decision by court of law; includes pleas of no contest or nolo contendere.

Demotion - Change to a position within a lower salary grade based on the result of Corrective Action.

Dependent - meets the dependent status as defined in [26 U.S.C. § 152](#)

Domestic Partners - A Domestic Partnership with a College benefit eligible employee is declared by the completion of a Domestic Partnership Affidavit. Domestic Partners are two people, where both parties are:

- a. At least eighteen years of age or older;
- b. Mentally competent to enter into the partnership contract;
- c. Not related by blood in a manner that would bar marriage in the State of Arizona (A.R.S. 25101);
- d. Living together in an exclusive mutual commitment similar to marriage and intend to continue in the relationship indefinitely;
- e. Not legally married to anyone else or have any other domestic partner with whom the household is shared; and
- f. Jointly responsible for the cost of necessities of life (i.e., food, shelter, and any other living expenses). The partners need not contribute equally to the cost of these expenses, as long as they agree that both are responsible for the costs.

Employee Relations - Employee Relations constitutes a specialized area within Human Resources dedicated to managing relationships and resolving issues between employees and the organization. It involves providing guidance, support, and advice to both supervisors and employees on matters related to employment policies, procedures, and interpersonal conflicts.

Interim Appointment/Acting Assignment - see [AP 2.02.01](#)

Involuntary Transfer – a transfer of a regular employee initiated by the College (not corrective action related), for example through reorganization. See Transfer/Reassignment Guidance Policy.

Mediation - Typically facilitated through Employee Relations, mediation promotes active participation and empowers individuals to craft their own agreements, fostering cooperation and preserving relationships amidst disagreements. Mediation is voluntary and both parties must mutually agree to participate.

Meet and Confer - Meet and Confer is the formal process for creating or modifying College policy on compensation and working conditions. The All Employee Representative Council is charged with making policy recommendations through Meet and Confer (see AP 1.25.01). The goal of the process is to reach a consensus through interest-based collaboration. All recommendations and agreements are subject to final approval. No agreements supersede the authority of the Governing Board.

Office of Dispute Resources (ODR) - This office fulfills four major functions:

- a. To act as a single point of contact and resource for stakeholders to identify complaint processes, to provide process information, and forward complaints to appropriate processes and decision makers.
- b. To conduct independent investigations for all complaints of prohibited discrimination, harassment, or retaliation, and for other investigations as requested by decision makers, such as supervisors or managers, and academic deans.
- c. To manage a Hotline that permits complainants to remain anonymous to the College.
- d. To maintain records related to all complaints related to discrimination, harassment, or retaliation, and any others that are received by the Hotline or through ODR.

Qualifying Child - A qualifying child meets the dependent status as defined in [26 U.S.C. § 152](#). The requirements include but are not limited to:

- The child must be the employee's child, stepchild, foster child, sibling, half sibling, stepsibling, or a descendant of any such relative.
- Child must be a student who is age 23 or under.
- The child must live with the employee for at least 6 months of the year and cannot provide more than half of their own financial support.

Service Date Definitions

- a. **Original Hire Date** - First day of employment with the College regardless of employment status (regular, temp, adjunct, etc.).
- b. **Current Hire Date** - Applicable to regular employees: the most recent date of uninterrupted, regular employment with the College.
- c. **Adjusted Service & Seniority Date** - A regular employee's Current Hire Date minus any unpaid leaves of absence unless the unpaid leave was under the following circumstances:
 - i. approved education leave;
 - ii. approved professional development leave; or
 - iii. leave taken as provided by the Family Medical Leave Act.

Spouse - an individual lawfully married to another individual as defined in [26 CFR § 301.7701-18](#).