

SECOND READING ITEM

Maricopa Governance Policies

Governing Board Agenda

Meeting Date: December 12, 2017

<u>Item Number</u>	<u>Item Title</u>	<u>Responsible Agents</u>
11.1	Adoption of Staff Policies Relating to Salary Administration, Employee Classification & Employee Movement, and Compensable Work Time	Dr. Maria Harper-Marinick Ms. LaCoya Shelton

Recommendation

It is recommended that the Governing Board adopt the following three employment policies:

1. Classification and Employee Mobility
2. Salary Administration
3. Compensable Time

Adoption of these policies will allow the Maricopa County Community Colleges District to implement the Classification and Compensation system.

Justification

The policies presented for approval represent a consolidation of policies on these topics found in the Employee Group Manuals for Crafts, Maintenance and Operations Management, Administration, Technology, Professional Staff Association, Public Safety, Maricopa and EMCC Skill Centers, Specially-Funded, and Staff Policy Manual A-16 Holidays and A-28 Non-Classified Employees.

Consolidating the policies found in these manuals, and revising them for consistency with the District's new Classification and Compensation system, will allow equitable administration of the new Classification and Compensation system.

Funding	Approvals/Certifications
<p><u>Source:</u></p> <p><u>Account Identification:</u></p>	<p>Chancellor _____</p> <p>Academic & Student Affairs _____</p> <p>Business Services _____</p> <p>Human Resources _____ ITS _____</p> <p>Res Dev & Cmty Relations _____</p> <p>College President _____</p>



STAFF POLICY MANUAL

Policy XXX	SALARY ADMINISTRATION		
<u>Effective Date:</u> 00/00/00	<u>Applicable Law/Statute:</u>	<u>Source Doc/Dept:</u>	<u>Authorizing Pol/Reg.</u>

A. **APPLICABILITY.** Classified, Non-Classified, Full-Time and Short-Term Employees.

B. **POLICY.**

1. Employee Base Pay.

- a. *Pay Ranges.* Each classification shall be assigned a pay range. Pay ranges shall have a minimum, midpoint, and maximum. A list of pay ranges by classification can be found [here](#).
- b. *Pay Placement.* All employees shall be assigned a base pay rate between the pay range minimum and the midpoint based on established pay placement procedures, except that an employee may be assigned a pay rate above the midpoint if (a) the employee exceeds the minimum qualifications for the position based on established pay placement procedures and (b) approved by the Vice Chancellor for Human Resources or designee.
- c. *Pay Increases.* Annual pay increases are subject to availability of funding and approval by the Governing Board. Applicability and eligibility will be identified in the corresponding Governing Board Action Item.
- d. *Market-Based Pay System.* The District uses a compensation system that determines the market value of a job classification based on the skills, knowledge, and responsibilities required to competently perform a position. The Vice Chancellor for Human Resources shall recommend changes to established pay ranges, as appropriate, for approval by the Chancellor and Governing Board.

2. Other Forms of Compensation.

- a. *Variable Pay Plans.* The District may establish recognition, bonus, incentive, and other variable pay plans, as recommended by the Vice Chancellor for Human Resources and approved by the Chancellor and Governing Board. Such plans are subject to availability of funds.
- b. *Merit Pay Plan.* The District may establish a merit pay program based upon annual performance ratings outcomes. Such plans are subject to availability of funds.

c. *Uniform Allowance.* Certain District positions require uniforms. Employees required to wear uniforms will receive an annual uniform allowance in an amount recommended by the Vice Chancellor for Human Resources and approved by the Chancellor and Governing Board. The uniform allowance shall be paid in two lump sums bi-annually. Employees who serve in a position eligible for a uniform allowance for only a portion of a year shall receive a pro-rated allowance.

d. *Anniversary Awards.*

An employee will receive a monetary one-time, lump sum award according to the following schedule on the employee's anniversary date of hire with the District:

10 years of continuous service:	\$500.00
20 years of continuous service:	\$1,000.00
30 years of continuous service:	\$1,500.00

APPLICABLE TO ALL: Time spent serving as a residential faculty member, adjunct faculty employee, student worker, or hourly request for personnel (RFP) worker does not count toward an employee's years of service for purposes of an anniversary award.

e. *Professional Development.*

- i. *Professional Development Activities.* Employees may be eligible for reimbursement for professional development activities, subject to approval by the appropriate College President or Vice Chancellor.
- ii. *Educational Awards.* Employees shall receive a permanent base-pay increase upon the completion of a bachelor's, master's, or doctoral degree, earned at an accredited institution, as approved by the Vice Chancellor for Human Resources or designee. If a qualified employee would exceed the maximum of her or his pay range if provided such an increase, the employee shall receive a one-time award that is equivalent to the base-pay increase the employee would have received.

To qualify for an educational award, the degree must be (a) job-related or pursued in preparation to take on greater responsibilities or a higher position; and (b) part of an individual career development program.

3. Position Changes and Compensation.

- a. *Promotion.* An employee promoted to a higher-graded job classification shall receive a base pay increase within the higher job classification pay range consistent with pay placement procedures.
- b. *Demotion.* An employee demoted to a lower-graded job classification shall receive a base pay decrease within the lower job classification pay range consistent with pay placement procedures.
- c. *Lateral Transfer.* An employee who transfers to a position in a classification at the same grade level shall receive no change in pay.

- d. *Reclassification.* An employee whose position is reclassified to a higher-graded job classification shall receive the greater of (a) the new pay range minimum or (b) a 5% base pay increase. An employee whose position is reclassified to a lower-graded job classification shall maintain her or his base pay if it falls within the pay range for the lower classification. If the employee's base pay is above the maximum of the lower job classification pay range, the employee shall receive a pay decrease to the maximum of the pay range. An employee whose position is reclassified to a job classification at the same grade shall receive no change in pay.
- e. *In-Range Progression.* An employee may be eligible for a temporary or permanent base pay increase within the classification pay range when there has been a change to the responsibilities and duties of a position, but reclassification is not warranted. An increase for an in-range progression shall not exceed 5% of the employee's base pay. The new base pay shall not exceed the classification pay range maximum.

To qualify for an in-range progression, an employee must (a) not have received any disciplinary actions for the 12 months preceding the request; (b) not be on probation; and (c) have received a "Meets Expectations" rating or above on the previous year's performance evaluations. Human Resources will establish in-range progression procedures.

- f. *Temporary Reassignment.* An employee temporarily reassigned to a position in a higher-graded job classification shall receive a base pay increase within the higher pay range consistent with pay placement procedures. Upon completion of the temporary reassignment, the employee shall return to her or his previous classification and pay.

An employee temporarily reassigned to a position in the same or lower-graded classification will not receive any change in pay.

REVISIONS

Type	Date	Description
Effective	XX/XX/XX	Initial Policy
Revision	XX/XX/XX	



STAFF POLICY MANUAL

Policy XXX	COMPENSABLE WORK TIME		
<u>Effective Date:</u> 00/00/00	<u>Applicable Law/Statute:</u>	<u>Source Doc/Dept:</u>	<u>Authorizing Pol/Reg.</u>

A. **APPLICABILITY.** Non-Exempt Classified, Non-Classified, Short-Term Employees.

B. **POLICY.**

1. Hours Worked.

- a. Non-exempt employees shall be compensated for all hours worked in accordance with the Fair Labor Standards Act (“FLSA”). All non-exempt employees must accurately record all hours worked.
- b. *Activities Before and After the Work Schedule.* When the District requires an employee to change into or out of uniform, engage in special washing or cleaning procedures, or perform other activities on or at a worksite before or after the work period, the time spent in such activities is considered time worked.
- c. *Meal Periods.* Except in the case of certain Public Safety personnel or unless otherwise approved by the employee’s immediate supervisor, a non-exempt employee will not be paid for a meal period of 30 minutes or more if the employee is entirely relieved of her or his duties.
- d. *Rest Periods.* Rest periods of 15 minutes or less, up to twice per day, may be taken by employees, the timing of which shall be at the discretion of the department director. Rest periods are paid time. Normal rest periods missed or not taken do not accumulate, cannot be added to other rest periods, and cannot be used to extend the unpaid meal period or added to the beginning or end of the workday. Notwithstanding any provision of this section, rest periods shall be accurately reported by the employee.
- e. *Starting Time.* A non-exempt employee shall not commence work more than seven minutes before the employee’s scheduled work time or continue working more than seven minutes after the employee’s scheduled work time without prior approval of the employee’s supervisor, except in emergency situations where advance approval cannot be obtained. An employee who violates this section may be subject to discipline; however, the employee must report, and the District will pay for, all hours worked.
- f. *Time Spent in Training.* Under certain circumstances, time spent attending a pre-approved training, program, seminar, conference, convention, course, or

workshop may be compensable. See <https://www.dol.gov/whd/regs/compliance/whdfs22.htm>.

- g. *Travel Time.* Under certain circumstances, a non-exempt employee may be compensated for travel time. Typical travel between home and the workplace is not compensable. See <https://www.dol.gov/whd/regs/compliance/whdfs22.htm>.

2. Overtime.

- a. Non-exempt employees shall be paid at the rate of one and one-half times the employee's regular rate of pay for all hours worked over 40 in a workweek. All overtime must be scheduled and approved in advance by the employee's supervisor, except in emergency situations where advance approval cannot be obtained. An employee who violates this section may be subject to discipline; however, the employee must report, and the District will pay for, all overtime hours worked.
- b. *Blended Overtime.* Applies to additional work scheduled and performed on a continuous basis over a period of time in a different job than the primary job (does not include teaching). All hours worked over 40 in the workweek will be paid at the blended overtime rate.
- c. *Compensatory Time.* Non-exempt employees in participating departments may elect to accrue compensatory time off in lieu of receiving payment for overtime hours worked. Compensatory time will be earned at the rate of one and one-half hours for each hour of overtime worked. No employee may accrue more than 120 hours of compensatory time. An employee shall be paid for all overtime hours once the employee reaches the 120-hour maximum.
- d. *Workweek.* The workweek for FLSA purposes shall begin at 12:01a.m. Saturday and end at 12:00a.m. the following Friday.

3. Other Forms of Compensation.

- a. *Emergency Call-Back Pay.* Non-exempt employees who (a) have left the worksite and are unexpectedly required to return at a time outside the employee's normal work hours or (b) are required to report to work while on an approved leave of absence shall receive call-back pay. Call-back pay shall be the equivalent of three hours or the actual number of hours worked, whichever is greater. Travel time to and from work on a call-back is not compensable time.

- b. *Holiday Pay.*

Non-exempt employees scheduled or required to work on a designated holiday shall (a) be paid for all hours actually worked at one and one-half times the employee's regular hourly rate of pay; and (b) receive up to eight hours of holiday pay (prorated to reflect the employee's full-time or part-time schedule) at the employee's regular rate of pay. If a designated holiday falls while an employee is on vacation, the employee will be paid holiday pay and not charged vacation leave.

- c. *On-Call Duty Pay.* Under certain circumstances, non-exempt employees who maintain availability to return to work within a specified time period during off-duty hours shall receive on-call duty pay. An employee shall receive 10% of the employee's base hourly rate of pay for each hour served in an on-call duty assignment.
- d. *Shift Differential Pay.* Non-exempt employees regularly scheduled to work certain evening and weekend shifts shall receive shift differential pay in the amount of \$0.50/hour.

REVISIONS

Type	Date	Description
Effective	XX/XX/XX	Initial Policy
Revision	XX/XX/XX	

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STAFF POLICY MANUAL

Policy XXX	CLASSIFICATION & EMPLOYMENT MOBILITY		
<u>Effective Date:</u> 00/00/00	<u>Applicable Law/Statute:</u>	<u>Source Doc/Dept:</u>	<u>Authorizing Pol/Reg.</u>

A. **APPLICABILITY.** Classified, Non-Classified, and Short-Term Employees.

B. **POLICY.**

1. Classification of Positions. Positions are classified based on the level and scope of assigned duties and responsibilities. Positions with similar duties, responsibilities, and decision-making authority are grouped together in the same classification. Classifications that focus on similar fields of work are grouped together in the same job family. A list of classifications, job families, and class specifications can be found [here](#).

2. Reclassification of Existing Positions.

A position may be reclassified when there has been a significant change to the duties and responsibilities of the position. Human Resources will establish reclassification procedures.

Absent exceptional circumstances, a reclassification request may be made no more than once in a 12-month period. Reclassification decisions are not subject to the grievance procedure contained in this manual.

An employee may be eligible for an in-range progression when there has been a change to the responsibilities and duties of a position, but reclassification is not warranted. See *Salary Administration policy*.

3. Employee Movement. When an employee moves from one position to another, the move may result in a change in classification.
 - a. *Promotion.* Promotion is the movement of an employee to a position in a higher-graded job classification. Promotions are made based on qualifications and performance.
 - b. *Demotion.* Demotion is the movement of an employee to a position in a lower-graded job classification. Demotions may be voluntary or involuntary.
 - c. *Lateral Transfer.* A lateral transfer is movement of an employee to a different position in the same job classification or to a different job classification in the same pay range.

- d. *Temporary Reassignments.* A temporary reassignment is the short-term movement of an employee from one position to another. Upon completion of a temporary reassignment, an employee shall return to the employee's previous position.
 - e. *Administrative Reassignments.* An administrative reassignment is the movement of an employee from one position to another in response to a legitimate business need, as determined by the Human Resources Division.
4. Succession Planning. As needed and as deemed appropriate, the Chancellor may direct the assessment of leadership needs of the District to ensure the training and selection of qualified leaders from inside and outside the District.

REVISIONS

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Effective	XX/XX/XX	Initial Policy
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