

***The college shall establish an appropriate classification of employment status with the college (ARS 15.1445).***

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Definitions

Exempt Position: A bona fide executive, administrative or professional position which is not subject to overtime.

Non-Exempt Position: a position that does not meet the requirements necessary to qualify for exemption and is subject to overtime and minimum wage provisions

Regular Full-time: hired for an indefinite period of time and scheduled to work 40 hours per week. However, for exempt positions, greater emphasis is placed on meeting the responsibilities assigned to the position than on working a specified number of hours. Position is eligible for full benefits package.

Regular Part-time: hired for an indefinite period of time and scheduled to work less than 30 hours per week. Position is eligible for a limited benefits package.

Temporary Part-time: hired for a finite period of time (usually less than one semester) and scheduled to work less than 20 hours per week. Position is eligible for a limited benefits package.

*Date of Adoption:*      *DATE*

*References:*            *ARS 15-1445*  
                                  *29 U.S.C. 201, Fair Labor Standards Act of 1938, as amended*

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Position Classifications

The college shall classify positions according to federal standards and best practices and shall implement this policy in its procedures and salary/pay schedules. Each position of employment within the college is classified for placement on the college's salary schedules in accordance with the level of performance and qualifications required. The classification for each position, as well as the attributes of each position, including job functions and duties and minimum qualifications, are set forth in position specifications.

Job descriptions will be reviewed and updated as necessary by the supervisor with assistance from the office of human resources and approval by the President.

<u>Position Classifications</u>	<b>Exempt Positions</b>	<b>Non-Exempt Positions</b>
<b>Regular Full-time</b>	Chief Executive Officer Administrative Staff Resident Faculty – 9, 10, 11 or 12 months Professional Management Staff Professional Staff	Support Staff
<b>Regular Part-time</b>	Resident Faculty – 9, 10, 11 or 12 months Professional Management Staff Professional Staff	Support Staff
<b>Temporary Part-time</b>	Associate Faculty	Support Staff

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Continuous Years of Service

For the purpose of awarding service awards to employees at the college, the following is the definition of continuous years of service: Continuous years of service includes all part- and full-time service for 9-, 10- and 12-month employees with no break in service. Continuous years of service will not include work study status; temporary employment status such as a registration clerk, clinical instructor status or associate faculty status.

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#### Reclassification

When it is in the best interests of the college, a position and/or pay grade may be reclassified. A position audit is the tool used to gather first-hand information about a particular position. Findings are compared to classification standard(s) and other organizational materials to ensure that the position description is properly classified.

An audit is normally conducted when significant changes are being proposed or have occurred to a position, such as mission changes; downsizing; reorganizations; additional duties, elimination of obsolete programs, practices and requirements, etc. These and other changes can impact the classification of the position in terms of its title and pay. These classification elements not only determine what salary the employee will be paid, but categorize the work experience he/she will gain while occupying the position, and specifies the qualification requirements (knowledge, skills and abilities) necessary when filling the position.

It is the position that is being audited and not the employee. This tool and process are meant to look at a position as a whole. Below are examples of person-related factors that are not taken into account when reclassifying a position.

- Longevity/Length of Service – If an employee has been in a particular position for an extended period of time, longevity and length of service are not considered as factors for reclassification.
- Financial Need – The reclassification process does not take personal financial conditions into consideration.
- Dedication/Performance – We value dedicated employees who are competent, capable, experienced, and loyal. Although these characteristics are admirable, they are not considered in reclassification.
- Change in Workload – An increase in the workload for the duties required of the position does not necessarily mean that it's time for an audit.
- Tools Used – the use of new tools (technology, etc.) to complete existing duties is not a factor considered in an audit.
- Relationship to MCC and/or Supervisor – The working relationship between employee and supervisor, whether good or bad, is not considered as part of the audit process.
- Employee Retention – Reclassification should not be the mechanism to retain an employee within the department if a position has not changed or evolved over time.

#### Process

Because reclassification of employees affects the annual budget, all completed position audit packets, including the Job Audit Questionnaire and any supervisor recommendations or documentation, must be received by December 31st and, if approved, will not take effect until the new budget year (July 1st).

The position audit is initiated by the supervisor, on behalf of the employee. The supervisor can obtain a job audit form from the Human Resources Office. The employee is to complete their part of the questionnaire first. The electronic file must then be sent to the direct supervisor for completion.

If there is an additional or supplemental supervisor, that individual needs to complete their section next. All questions on the audit form must be answered. Responses should be typed or printed clearly.

The position audit packet is forwarded to the appropriate chief officer for review and approval. If approved, the chief officer will forward the audit to Human Resources. Files received in Human Resources without chief officer level approval will be returned.

Upon receipt of the position audit packet, Human Resources will review the position audit form and will contact the employee or employee's supervisor if further clarification of duties and responsibilities is needed. Human Resources will determine whether the position is assigned the proper classification or if the position should be reclassified. This review may result in a higher or lower classification, a lateral move or no change.

Human Resources will send their recommendation and the results of the review, including the financial impact, to the college president for consideration and final approval. Results will be returned to the Human Resources Office. The Human Resources will notify all parties involved regarding the results of the position audit. All reclassifications are subject to district governing board approval.

Upon reclassification, unless otherwise approved, an employee shall be placed on the appropriate step of the new salary/pay schedule. Any effected employee whose current rate of pay exceeds the maximum of the new salary/pay schedule will be frozen at his or her current salary or pay rate. There will be no adjustment in salary or pay rate until such time as the salary/pay schedule exceeds his or her current base salary. Reclassification does not trigger a new probationary period for any effected employee.

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Voluntary Transfer

A current employee may apply for any open MCC position for which he or she is qualified.

Upon transfer to a position classified at the same level, the employee's range and step will not be changed. Upon transfer from a part-time position into a full-time position at the same level, the employee's range and step will not be changed.

Upon transfer to a position classified at a higher level, the employee's pay target will be the appropriate step of the salary/pay schedule, although the employee's rate of pay may not yet have reached the target.

Upon transfer to a position classified at a lower level, the employee will be placed at the appropriate step of the salary/pay schedule. Any employee whose current rate of pay exceeds the maximum of the new salary/pay schedule will be frozen at his or her current salary or pay rate. There will be no adjustment in salary or pay rate until such time as the salary/pay schedule exceeds his or her current base salary.

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