

35 position:

- 36 1. Presently within the employee's current salary range, or
- 37 2. In a classification previously served in by that employee, or
- 38 3. Which would be a demotion for that employee.

39 B. Probationary employees or employees currently in disciplinary status are not
40 eligible for voluntary transfer or reassignment. Denial of a request for transfer
41 or reassignment is not subject to the grievance process.

42 C. No Reprisal. There shall be no reprisal against an employee for utilizing
43 the transfer procedures.

44 D. Transfer Procedures.

45 1. Open classified positions (replacement only) shall be advertised in-
46 house, via email, for five (5) working days, prior to public
47 announcement.

48 2. Non-probationary classified employees in good standing shall be
49 allowed to request transfer to any open position within their current
50 salary range or lower salary range. Employees must meet the current
51 minimum qualification for the position for which they are requesting
52 transfer.

53 3. Classified employees requesting transfer shall complete a transfer
54 request form and turn it in to Human Resources within the five (5) day
55 in-house recruiting period.

56 E. Only persons who fulfill all of the requirements of the vacancy will be considered
57 for transfer. The hiring supervisor shall interview qualified candidates and make
58 the final determination as to whether any individuals shall be selected for
59 transfer.

60 F. The transfer request form shall list the employee's current position, the

61 position for which they are applying, his or her relevant education, skills and
62 experience, and the name of his or her current supervisor. Human Resources
63 shall notify the hiring supervisor of all in-house applicants. The supervisor, two
64 additional employees approved by the supervisor (one of which must be a
65 classified staff member), and an EEO representative shall interview all
66 qualified and eligible in-house candidates within five working days following
67 the five-day in-house recruiting period, if possible.

68 G. If an employee is selected for transfer, reference, background and verifications of
69 employment will be completed, then notice shall be forwarded to the appropriate
70 Assistant Superintendent for final approval, pending ratification by the Board of
71 Trustees. If the request is granted, Human Resources shall give the current
72 supervisor a minimum of two weeks' notice of the transfer, prior to the employee's
73 start date in the new position. If the transfer request is denied, the in-house
74 applicants shall be notified by e-mail or campus mail.

75 H. An approved transfer shall follow the probationary guidelines outlined in
76 Article 16 for transfer employees. The employee will have the right to
77 choose to return to their original position during the probationary period.

78 15.4 District-Initiated Transfers.

79 A. After consultation with PCC-CFT, the administration may initiate transfers of
80 bargaining unit members whenever the administration determines that such a
81 transfer will best meet the needs of the District.

82 B. The unit member being transferred shall be given ten (10) working days' notice,
83 absent emergency circumstances.

84 C. District-initiated transfers under this Article shall be considered permanent;
85 therefore, no additional probationary period shall be required.

86 15.5 Voluntary Demotions.

- 87 A. Unit members may apply for and shall be considered for a voluntary demotion
88 in the same manner as for a voluntary transfer.
- 89 B. Demotion under this Article shall be considered permanent; therefore, no
90 additional probationary period shall be required.

91 15.6 Medical Transfer. A unit member may request a transfer or the District may assign a unit
92 member to another position in cases where the unit member is medically unable to
93 assume his/her regular duties, via the Americans with Disabilities Act (ADA) Interactive
94 Process.

95 15.7 Salary on Transfer or Promotion

- 96 A. Any unit member who is transferred from one position to another position in
97 the same class, or to another position in a class having the same salary
98 range, shall be compensated at the same step in the salary range as he/she
99 previously received, and his/her salary anniversary date shall not change.
- 100 B. Any unit member who is promoted to a position in a higher salary range, will
101 be placed on the salary schedule according to the provisions of Article 8.3.
- 102 C. Any unit member who is demoted for disciplinary reasons to a position in a
103 class with a lower salary range shall be placed on the same step of the lower
104 salary range as he/she held on the range from which demoted.
- 105 D. Transfers shall not change the employee's anniversary date, or accumulated
106 benefits. However, if the employee is transferred to another classification, his
107 or her seniority in that class shall begin on the date of the transfer.

108 15.8 Acting, substitute, and short-term employees.

109 In the case of an absence, a vacancy, or a need for additional short-term help, the
110 District may hire employees as follows:

- 111 A. Acting appointments. The District may appoint a PCC-CFT-unit member to serve
112 in another position on an acting basis when a position is temporarily vacant

113 because an employee is on an extended leave, or if a position becomes vacant.
114 If the District decides to temporarily fill such a vacant position it will first notify, in
115 writing, all unit members in the work area where the vacancy occurs. Unit
116 members will have five (5) business days to apply. The District will review all eligible
117 PCC-CFT unit members' applications, in the work area, for the acting appointment.
118 As used in this Article, work area means all employees who report directly to a
119 manager or to a supervisor who reports directly to that manager. If there is no
120 PCC-CFT unit member to fill the temporary vacancy, then the District shall proceed
121 with section 15.8 B.

122 B. Substitute employees.

- 123 1. If the District is unable to fill a temporary vacancy through an acting
124 appointment, The District may employ a substitute employee, pursuant to
125 Education Code Section 88003, to replace any unit member who is
126 temporarily absent from duty.
- 127 2. If the District is engaged in recruiting a permanent employee to fill a
128 vacancy in a unit position, the District may fill the vacancy through the
129 employment, for not more than ninety (90) calendar days, of one or
130 more substitute employees. After consultation with PCC-CFT, the
131 District may extend the ninety (90)-day period, in no more than sixty
132 (60)-day increments, up to a total of seven (7) months.
- 133 3. Substitute employees, employed and paid for less than 75 percent of a
134 fiscal year, shall not be a part of the classified service.

135 C. Short-term employees. The District may employ a short-term employee, pursuant
136 to Education Code 88003, to perform a service for the District, upon the completion
137 of which, the service required or similar services will not be extended or needed
138 on a continuing basis. Short-term employees, employed and paid for less than

139 seventy-five (75) percent of a fiscal year, shall not be a part of the classified
140 service.

141 D. Bargaining unit work. All duties falling within job classifications outlined in this
142 collective bargaining agreement will be performed by PCC-CFT unit members
143 only, excluding those hired under section, 15.8 B (Substitute Employees) and
144 15.8 C (Short-term Employees) above.

145 15.9 Reclassification.

146 A. Definition. Reclassification means the upgrading of a position to a higher
147 classification as a result of the gradual increase of the duties being performed
148 by the incumbent in such position during the past year.

149 B. Eligibility. Employees who were approved for and subsequently moved into a
150 higher classification may not apply for reclassification again for a minimum of
151 one year. Employees who were recommended for approval for a
152 reclassification but not moved into a higher classification and/or pay for any
153 reason may reapply for reclassification.

154 C. Request Procedure. An employee may initiate a position review by completing
155 forms provided by the Office of Human Resources. The employee shall submit
156 the completed form to his/her immediate supervisor, who will review and discuss
157 the review request with the employee before submitting the form to the Office of
158 Human Resources.

159 D. Notification. If a request is denied, the employee will be notified in writing with
160 specific reasons given for the denial. An employee whose request is denied may
161 request a conference with the Director, Human Resources to clarify any
162 unanswered questions or PCC-CFT issues.

163 E. Time Line. Classification reviews will take place in the spring of each year. The
164 Office of Human Resources will notify employees of the impending reviews on

165 approximately January 1 of each year. Reclassification applications must be
166 completed and submitted to the immediate supervisor for review and discussion
167 by approximately March 1.

168 F. Effective Date. Approved reclassification will go into effect July 1. The affected
169 employee's Step Increase Date shall not change.

170 G. District-initiated Reclassification. In the event of a District-initiated
171 reclassification, the effected employee(s) shall have full opportunity to submit a
172 detailed description of their current duties and responsibilities before any final
173 decision is made.

174 H. Annually, during the month of January or February, the District may offer
175 interested employees a workshop to explain the position review process and to
176 answer employee's questions about the process.

177 15.10 Classified Employees with Academic Adjunct Assignments

178 A. PCC-CFT unit members may accept teaching assignments outside of their normal
179 working hours. Additionally, all activities related to an adjunct assignment will be
180 conducted outside the unit member's scheduled working hours.

181 B. Unit members accepting adjunct assignments will not be considered for faculty
182 seniority and/or reemployment priority.

183 C. Pay for the teaching assignment will be at the blended hourly rate of pay for all
184 hours worked over 40 hours per week. For classified employees who are 10- and
185 11-month employees who teach during their off periods, there is no blended hourly
186 rate of pay.

187 Signed and entered into this 3rd day of August, 2022.

188
189 FOR THE DISTRICT

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191 Robert Blizinski (Aug 3, 2022 19:15 PDT)

192 Robert S. Blizinski

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FOR PCC-CFT, Local 6525


Julio Huerta (Aug 4, 2022 09:27 PDT)

Julio C. Huerta

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Ahrien T. Johnson (Aug 11, 2022 13:56 PDT)
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