

**PROPOSAL FROM THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT
TO
PASADENA CITY COLLEGE CALIFORNIA FEDERATION OF TEACHERS (PCC-CFT) LOCAL
6525**

September 3, 2026

This proposal is presented by the Pasadena Area Community College District ("District") to the Pasadena City College California Federation of Teachers ("PCC-CFT" or "Union"), pursuant to the Educational Employment Relations Act and the Collective Bargaining Agreement between the parties.

All other provisions of the Collective Bargaining Agreement shall remain unchanged except as set forth below:

Article 15
Employment Policies

15.1 Vacancies.

- A. Notice of all job vacancies within the bargaining unit shall be posted for fourteen (14) calendar days.
- B. The job vacancy notice shall include: the job title, a brief description of the position and duties, the minimum qualifications required for the position, the assigned job site, the number of hours per week and months per year assigned to the position, the salary range, and the deadline for filing to fill the vacancy.

15.2 Transfers.

- A. For the purposes of this Article the term "transfer" shall mean movement within the employee's current salary range or lower salary range.
- B. For the purpose of this Article, the term "demotion" shall mean movement by a unit employee to a classification with lesser responsibilities and a lower salary range.
- C. A permanent unit member transferring within the current salary range or taking a voluntary demotion shall retain their Step Increase Date and seniority rights.

15.3 Employee-Initiated Transfers

- A. Regular unit members are eligible to apply for a voluntary transfer to an open position:

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

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

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

42 D. Transfer Procedures.

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

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

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

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

55 F. The transfer request form shall list the employee's current position, the position for
56 which they are applying, their relevant education, skills and experience, and the name
57 of their current supervisor. Human Resources shall notify the hiring supervisor of all
58 in-house applicants. The supervisor, two additional employees approved by the
59 supervisor (one of which must be a classified staff member), and an EEO
60 representative shall interview all qualified and eligible in-house candidates within five

61 working days following the five-day in-house recruiting period, if possible.

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

69 H. An approved transfer shall follow the probationary guidelines outlined in Article
70 16 for transfer employees. The employee will have the right to choose to return
71 to their original position during the probationary period.

72 15.4 District-Initiated Transfers.

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

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

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

80 15.5 Voluntary Demotions.

81 A. Unit members may apply for and shall be considered for a voluntary demotion in the
82 same manner as for a voluntary transfer.

83 B. Demotion under this Article shall be considered permanent; therefore, no additional
84 probationary period shall be required.

85 C. Salary upon Voluntary Demotion. A unit member who takes a voluntary demotion to a
86 position in a class with a lower salary range shall be placed at the same step on the
87 lower salary range. The unit member's Step Increase Date shall remain unchanged.

88 15.6 Medical Transfer. A unit member may request a transfer or the District may assign a unit
89 member to another position in cases where the unit member is medically unable to assume their
90 regular duties, via the Americans with Disabilities Act (ADA) Interactive Process.

91 15.7 Salary upon Transfer or Promotion

92 A. Any unit member who is transferred from one position to another position in the same
93 class, or to another position in a class having the same salary range, shall be
94 compensated at the same step in the salary range as they previously received, and
95 their salary anniversary date shall not change.

96 B. Any unit member who is promoted to a position in a higher salary range, will be placed
97 on the salary schedule according to the provisions of Article 8.3. Upon promotion, a
98 new step increase date will be established based on the start date of the promotion.

99 C. Any unit member who is demoted for disciplinary reasons to a position in a class with
100 a lower salary range shall be placed on the same step of the lower salary range as
101 they held on the range from which demoted.

102 D. Transfers shall not change the employee's anniversary date, or accumulated
103 benefits. However, if the employee is transferred to another classification, their
104 seniority in that class shall begin on the date of the transfer.

105 15.8 Probation following promotion. Any unit member who is promoted to a position in a
106 higher salary range shall serve a probationary period in accordance with the guidelines
107 outlined in Article 16.

108 15.9 Acting, substitute, and short-term employees.

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

111 A. Acting appointments. The District may appoint a PCC-CFT-unit member to serve in
112 another position on an acting basis when a position is temporarily vacant because an
113 employee is on an extended leave, or if a position becomes vacant. If the District decides
114 to temporarily fill such a vacant position it will first notify, in writing, all unit members in

the work area where the vacancy occurs. Unit members will have five (5) business days to apply. The District will review all eligible PCC-CFT unit members' applications, in the work area, for the acting appointment. As used in this Article, work area means all employees who report directly to a manager or to a supervisor who reports directly to that manager. If there is no PCC-CFT unit member to fill the temporary vacancy, then the District shall proceed with section 15.8 B.

B. Substitute employees.

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

C. Short-term employees. The District may employ a short-term employee, pursuant to Education Code 88003, to perform a service for the District, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. Short-term employees, employed and paid for less than seventy-five (75) percent of a fiscal year, shall not be a part of the classified service.

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

15.10 Reclassification.

- A. Definition. Reclassification means the upgrading of a position to a higher classification as a result of the gradual increase of the duties being performed by the incumbent in such position during the past year.
- B. Eligibility. Employees who were approved for and subsequently moved into a higher classification may not apply for reclassification again for a minimum of one year. Employees who were recommended for approval for a reclassification but not moved into a higher classification and/or pay for any reason may reapply for reclassification.
- C. Request Procedure. An employee may initiate a position review by completing forms provided by the Office of Human Resources. The employee shall submit the completed form to their immediate supervisor, who will review and discuss the review request with the employee before submitting the form to the Office of Human Resources.
- D. Notification. If a request is denied, the employee will be notified in writing with specific reasons given for the denial. An employee whose request is denied may request a conference with the Director, Human Resources to clarify any unanswered questions or PCC-CFT issues.
- E. Time Line. Classification reviews will take place in the spring of each year. The office of Human Resources will notify employees of the impending reviews on approximately January 1 of each year. Reclassification applications must be completed and submitted to the immediate supervisor for review and discussion by approximately March 1
- F. Effective Date. Approved reclassification will go into effect July 1. The affected employee's Step Increase Date shall not change.
- G. District-initiated Reclassification. In the event of a District-initiated reclassification, the effected employee(s) shall have full opportunity to submit a detailed description of their current duties and responsibilities before any final decision is made.
- H. Annually, during the month of January or February, the District may offer interested

employees a workshop to explain the position review process and to answer employee's questions about the process.

15.11 Classified Employees with Academic Adjunct Assignments.

- A. PCC-CFT unit members may accept teaching assignments outside of their normal working hours. Additionally, all activities related to an adjunct assignment will be conducted outside the unit member's scheduled working hours.
- B. Unit members accepting adjunct assignments will not be considered for faculty seniority and/or reemployment priority.
- C. Pay for the teaching assignment will be at the blended hourly rate of pay for all hours worked over 40 hours per week. For classified employees who are 10- and 11-month employees who teach during their off periods, there is no blended hourly rate of pay.