

Governing Board Rights - continued

- Maintain the efficiency of its operation.
- Relieve its employees from duties because of lack of work, financial exigency, program change, or other legitimate reasons, according to policy manual guidelines.
- Determine and implement methods, means, assignments, reassignments, and personnel by which its operations are to be conducted.
- Take such actions as may be necessary to carry out its mission as the Governing Board of the Community Colleges.
- Manage the physical facilities under its control including any alteration, relocation, or new construction thereof.
- Initiate, prepare, certify, and administer its budgets.
- The Governing Board will, as part of its regular meeting agenda, provide a time for employee groups to address the Board.

HIRING OF RELATIVES [All Employee Group Manual – A14]

1. A relative of any employee of the Maricopa County Community College District (District) may apply for, be considered without prejudice for, and be hired into any employment position. However, no employee of the District may be employed where a relative is within the line of supervisory authority, except if the individual in line of supervisory authority has recused themselves as provided in section A14.2, and no employee of the District may be involved in any key decision involving a relative.
2. Responsibility for any employment or key decision regarding a relative of an employee shall be assigned to a manager or supervisor who is not related to either the relative or the employee and who is higher in managerial or supervisory authority than both the employee and the relative, except in extraordinary circumstances. The Vice Chancellor for Human Resources is the sole authority to determine extraordinary circumstances and the appropriate course of action to be taken and the individual in the line of supervisory authority shall recuse himself/herself from all decision-making. The Vice Chancellor for Human Resources will retain appropriate documentation of such actions. If the Vice Chancellor for Human Resources is in the line of supervisory authority of a relative, the Vice Chancellor shall recuse himself/herself and the Chancellor shall name a different member of the Chancellor's Executive Council to perform this duty.
3. In such cases where an individual is currently employed where a relative is within the line of supervisory authority, a transfer or resignation of one of the parties shall be required (effective with the adoption of this procedure), except as provided in section A14.2. Adoption of this procedure shall address existing situations; inclusion of this provision in this policy shall address any future situations that may arise, for example, if employees marry or otherwise change their employment or personal status to be employed within the line of supervisory authority.
4. Annually, every Board-Approved employee (including those who have or could attain permanent status, one year onlys, one semester onlys, Skill Center and specially funded employees) shall file a disclosure naming any relatives who also are an employee of the District. This disclosure also shall include an acknowledgement by the employee that they have read and understand the District's hiring of relatives policy. Updated disclosures will be submitted by the employee during the year if personal circumstances change.

5. Definitions

- a. A "relative" includes a parent, step-parent, parent-in-law, brother, stepbrother, sister, stepsister, spouse, son, stepson, daughter, stepdaughter, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, great-grandparent, grandchild, great-grandchild, aunt, uncle, cousin, niece and nephew of the employee or the employee's spouse. A "relative" also includes a domestic partner of an employee and a relative of such domestic partner.
- b. A "key decision" includes any decision involving the hire, renewal, retention, supervision, promotion, probationary review, initial salary determination, discipline, evaluation, or compensation of a relative. A key decision does not include a decision that incidentally affects a relative among other employees.
- c. "Supervise" means to make day-to-day decisions regarding the employment of a person employed by the Maricopa County Community College District, such as work assignments, change in responsibilities, work schedule, and other decisions in direction of such person.
- d. "Line of supervision" includes all individuals who have the capacity to approve or determine the outcome of significant personnel actions that may impact an individual. Significant personnel actions include but are not limited to employment, promotion, transfer, demotion, and disciplinary action.
- e. "Employee" means a person employed by the Maricopa County Community College District, and includes, but is not limited to, any Governing Board-Approved employee, Skill Center employee, specially funded employee, one year only employee, one semester only employee, student employee, and person employed under a special service employment.

INDUSTRIAL COMPENSATION [All Employee Group Manual – A9]

The District will provide, at no cost to the employee, Industrial Compensation Insurance. Any injury to an employee during working hours will be reported immediately to his/her immediate supervisor. The employee and the supervisor will complete the necessary paperwork and forward to the Employee Benefits Department within twenty-four (24) hours for processing.

An employee absent due to an industrial accident resulting in injury or illness to the employee will be allowed up to thirty (30) days absences without loss of pay and without loss of current or accumulated sick leave. During this thirty (30) day period the District will pay the employee the difference between the wage loss benefit check received under the Industrial Compensation laws of the state to equal his/her daily rate of pay.

Beginning the thirty-first (31st) day, sick leave will be reduced by the amount of the difference between the total salary of the employee and the wage loss benefit check received by the employee. The employee will also cease accruing illness hours. At the exhaustion of all illness hours, the District will cease to pay the difference between the benefits check and the employee's full rate.

Any employee off on Industrial Leave of Absence will return to his/her position provided the employee presents a full medical release.

Failure to return to duty after an Industrial Leave will be grounds for termination from the District.