

make its determination no later than 20 working days from the date of its initial meeting to review and consider the complaint.

The committee chair shall communicate the committee’s determination to the user, the Office of Information Technology Services, and the college president or vice chancellor. If the committee determines that no violation occurred the user shall not be required to remove the content or cease the conduct complained of. If the committee determined that a violation did occur the college president or vice chancellor shall be authorized to have the content removed or to prohibit access by the user to any MCCCCD resource being used to facilitate the violation.

The user may contest the action of the college president, vice chancellor or designee through established grievance or resolution of controversy procedures.

Decisions rendered under this process are considered final.

ADOPTED into Governance, August 2, 2005

Sample of Form



MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
2411 West 14th Street, Tempe, AZ 85281-6942

TECHNOLOGY RESOURCE STANDARDS COMPLAINT FORM

Complaints alleging violation of the **Technology Resource Standards** Administrative Regulation shall be filed in writing, under signature of the complainant, with the Maricopa Community Colleges Office of Information Technology Services. Technology resources include, but are not limited to: desktop and laptop systems, printers, central computing facilities, district-wide or college-wide networks, access to the Internet, electronic mail or similar electronic information.

I. Description of alleged violation:

The complaint shall state with particularity the content or activity believed to be in violation.

II. Location of alleged violation:

- Location:** CGCC GWCC PVCC SCC
 DO GCC PC Skill Center
 EMCC MCC RSC SMCC
 Other:

URL or Other Resource

III. Complainant Information:

Name: _____
Contact _____ **Date:** _____
Number: _____
Signature: _____

IV. Initial Assessment:

Within five (5) working days of its receipt by the Office of Information Technology Services, a copy of the complaint in its entirety shall be sent to the User alleged to be responsible for the content or conduct at issue. The Office of Information Technology Services, in consultation with MCCCCD’s General Counsel will conduct an Initial Assessment as to whether the alleged use constitutes a *per se* violation.

A. Violation Determined:

Yes No

Date:

Explanation:

The User shall have five working days from the date of receipt of the complaint to voluntarily remove or amend the content at issue or cease the conduct complained of. If the User voluntarily removes or amends the content at issue or ceases the conduct complained of, no further review shall be undertaken.

appendices section VI

auxiliary services

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MCCCD Voluntary Payroll Deduction Procedures

All requests to establish a voluntary payroll deduction will be subject to a development period. Requests approved by June 30 will be implemented January 1. Requests approved by December 31 will be implemented July 1.

1. Requirements for Approval to Establish a Voluntary Payroll Deduction:
 - A. Program or organization must be consistent with MCCCD Vision, Mission and Values.
 - B. Program or organization must demonstrate benefit to MCCCD employees, or to the community.
 - C. At least 100 MCCCD Governing Board approved employees must indicate intention to participate.
 - D. MCCCD assumes that payroll-deducted donations will be continued by employees over time.
 - E. If for charitable purposes, administrative costs of any external charitable program may not exceed 30% of revenues.
 - F. No consideration for approval will be given if the charitable organization exists under the umbrella of a larger fund-raising group.
 - G. After committee consideration and determination, a written response will be issued by the VC of HR. The committee will be comprised of:
 - i. Vice Chancellor of Human Resources (chair)
 - ii. Vice Chancellor of Business Services
 - iii. Assistant Legal Counsel
 - iv. MCCCD Governing Board approved employee (selected by VC of HR)
2. Requirement to Retain a Voluntary Payroll Deduction Program:

A roster (participants and deducted amounts for each) will be generated with every payroll and supplied to the organization/program for regular on-going audit, and for processing by MCCCD Accounts Payable Dept. Should fewer than 90 continuing payroll deduction participants be regularly identified, the VC of HR [or his/her designee] may discontinue the payroll deduction process for the organization or program.
3. Making the Request to Establish a Voluntary Payroll Deduction

A written request to establish a voluntary payroll deduction must be submitted to the VC of HR by a principal on behalf of the organization seeking approval, or by an MCCCD Governing Board approved employee on behalf of the MCCCD program seeking approval.
4. Written Request

The written request must include:

 - A. A roster with a minimum of 100 MCCCD Governing Board approved employee names and ID #s prepared to endorse regular payroll deductions, and total amount of contribution (each) intended during first year.
 - B. Organization or program information demonstrating the value to MCCCD employees, MCCCD students, or the community.
 - C. Charitable organization's financial reports from the previous three (3) fiscal years clarifying the ratio of administrative costs to the dollar amounts directly benefiting intended recipients.

- D. Organization's articles of incorporation, showing 501(c)3 charitable status, if applicable.
5. Consideration of request will be made by committee, comprised of:
- A. Vice Chancellor of Human Resources (chair)
 - B. Vice Chancellor of Business Services
 - C. Assistant Legal Counsel
 - D. MCCCDC Governing Board approved employee (selected by VC of HR)
6. Written Response
- One of three written responses will be issued by the VC of HR within 10 working days of receipt of the request:
- A. Approval to Establish A Voluntary Payroll Deduction (in the name of the program/organization)
 - B. Request Denial
 - C. Continuance: additional information required to continue consideration of the request
7. If approved, the following must be submitted to the MCCCDC Payroll Dept.:
- A. Request to establish a new payroll deduction fiscal code and to develop related payroll programming.
 - B. A copy of the written approval issued by the Vice Chancellor of Human Resources.
 - C. The roster of participants (employee name, MCCCDC Empl ID#, anticipated annual contribution).
 - D. A sample participant sign-up form, including fields for each of the following:
 - i. Name
 - ii. Work location
 - iii. Employee ID #
 - iv. Dollar amount to be deducted per pay period [in whole dollar amounts only, e.g. \$7.00, not \$7.50]; and, anticipated annual contribution
 - v. Start date
 - vi. Language authorizing MCCCDC to make the deduction
 - vii. Employee signature and date
8. Exemption and Reinstatement:
- A. All voluntary payroll deduction programs that are active as of the adoption date of this Administrative Regulation are exempted from meeting the criteria included in the Regulation.
 - B. Any voluntary payroll deduction program considered to be inactive must meet the established thresholds and standards outlined in this Regulation to be eligible for reinstatement.

APPROVED through the Administrative Regulation approval process, June 19, 2007