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ADMINISTRATIVE PERSONNEL POLICY STATEMENT 2009/2010 – REVISED EFFECTIVE SEPTEMBER 12, 2009

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Section I. General Information

A. Introduction

This Policy Statement and the *Personnel Policy Statement for College Employees* (“Common Policies”) contain the personnel policies of the Pima Community College District Governing Board regarding administrative personnel.

Administrative personnel are contract, full-time regular employees whose principal duties are to provide administrative direction and leadership to the College as directed by the Board of Governors and dictated by the mission of the College. Placement into this group must be determined and approved by the Chancellor.

B. Management Rights and Responsibilities

The Board delegates to the Chancellor, who delegates to the administrators, the rights and responsibilities to administer, manage, direct and control the activities and work force of this College. The Administration will develop regulations and procedures that are necessary for the purpose of implementing these policies. The foregoing rights, together with the right to determine the methods, processes and manner of performing work, are vested exclusively with the College.

Nothing in these personnel policies shall inhibit, restrict, modify and/or supersede the Board’s responsibilities and/or authority pursuant to, and in compliance with, any state or federal law, executive order, agency rule or guideline, including Presidential Executive Order 11246; Title VII, Civil Rights Act of 1964, Section 503, Rehabilitation act of 1973; the Vietnam Era Veterans Readjustment Assistance Act of 1974; the Americans with Disabilities Act of 1990 and the Civil Rights Act of 1991.

The personnel policies contained herein may be supplemented, modified or deleted without restriction by the Governing Board pursuant to its statutory authority. In the administration of the Board’s personnel policies, the College Human Resources Office is responsible for interpreting and overseeing the implementation of the policies.

Section II. Employment

A. Employment Procedure

Employment of administrative personnel shall conform to all applicable federal, state, and local laws, ordinances and regulations, as well as the policies of the College Governing Board.

The need for employees in these categories shall be determined by the Chancellor and recruitment and selection shall be in accord with regulations and procedures established by the Human Resources Office. The Campus President and Vice Chancellors shall recommend administrators for new contracts to the Chancellor for their respective campus/units. The Chancellor shall recommend administrators for new contracts to the Governing Board.

B. Notice of Appointment and Acceptance

The Human Resources Office will give written notification of appointment to all new administrative nominees as soon as possible after approval by the Governing Board. In the event a person fails to file written acceptance within 15 work days after receipt of notification, it will be deemed that the offer was rejected, thereby terminating the offer.

C. Terms of Employment

Administrative Personnel perform duties and responsibilities as assigned by the Chancellor. The Chancellor may reassign personnel within the College when, in her/his judgment, the best interests of the College will be served by such a reassignment. Such action shall not negatively affect the salary or benefits of the employee during the contract year in which the action takes place.

D. Contracts

Contracts are normally prepared for a fiscal year. Contracts may, in some circumstances, be for a shorter time period. All contracts for employment with the College must have the prior approval of the Board of Governors. Salaries are paid bi-weekly during the term of contract.

Offer of New Contract

1. An administrator shall be offered a new contract for the ensuing fiscal year unless he/she is otherwise notified in writing on or before April 1. Decisions not to offer a new contract may not be grieved.

2. When an offer of a new contract is made, the administrator shall indicate acceptance for the ensuing year by signing and returning the contract within fifteen work days after receipt from the Human Resources Office. Failure to provide a timely acceptance will be deemed as rejection of the offer unless the administrator has previously notified the Human Resources Office in writing of intent to accept the offer.

E. Administrative Reassignments

1. Administrative Reassignment to Faculty

Administrators shall have the option, upon written request and approval by the Chancellor, of reassignment to an instructional or educational support faculty position within the College. Those who request reassignment to positions that require State Certification must qualify for instructional certification under the Arizona State Community College Board guidelines. Requests for reassignment must be received by the office of the Chancellor prior to the beginning of the spring semester for assignment to faculty status for the following fall semester. The Chancellor may authorize exceptions to this deadline.

The Chancellor shall assign the administrator to an appropriate campus in an instructional or educational support area within the academic experience and certification areas of the individual being transferred.

The provisions of this section are not applicable when an administrator is being disciplined, suspended or recommended for termination of employment, or has been notified of the College's intent not to offer a new contract for the ensuing year.

The faculty salary placement procedure is included as an informational item in Appendix A of this handbook.

2. Administrative Reassignments

Administrators may request reassignment within the College District provided a suitable administrative position can be located and the Chancellor or designee agrees with the reassignment.

Section III. Compensation

A. Salary Program

Effective 7/1/08, a 3.7% compensation increase was applied for administrative personnel according to the following parameters:

- Funding for individual administrative employees step advancement for those employees who have completed the process for step advancement as contained in the Administrative Policy Statement 2007/2008, Appendix F.
- Increasing the salary schedule for administrators by a percentage based upon the residual amount remaining for administrative personnel.

In addition, the administrator salary schedule (Appendix D) was modified to include new ranges E83 and E93, effective July 1, 2008.

An administrator who remains above the maximum of the range for his/her classification will not have further salary increases until such time that his/her base rate falls within the salary schedule.

See Appendix F. for the Administrator Step Advancement Plan and Criteria, effective July 1, 2008.

All compensation shall be in accordance with the Board of Governors' approved compensation plan and College policies

(see: <http://www.pima.edu/employee/classcomp/SalarySchedules.shtml>).

B. Other Salary Administration Practices

1. Upon Initial Appointment

Initial Salary placement within the salary range for the position will be based on the candidate's qualifications, abilities and the needs of the College.

2. Upon Position Change

Salary will be set within the range of the new position based on the administrator's qualifications, abilities and the needs of the College. If assigned to a lower range position, the administrator shall continue to receive current salary until the end of the contract year. If a new contract is offered, the salary offered will be within the range of the position to which assigned and may be reduced.

3. Step Advancement

See Appendix F. for the Administrator Step Advancement Plan and Criteria, effective July 1, 2008.

C. Payroll Deductions

Deductions are made from each paycheck for employee contributions to the Federal Social Security and Old Age Benefit program, Federal and State Income Taxes, the Arizona State Retirement Fund, and others as required by law.

Deductions from payroll checks are made, upon an employee's written request, for such items as tax-sheltered annuities, supplementary health and accident insurance premiums, credit union participation, United Way contributions, and others as acceptable and approved by the Governing Board and as practicable within payroll systems and capabilities.

Section IV. Leaves

A. Holidays and Recesses

Employees shall be allowed the paid holidays listed below:

- Independence Day (July 3, 2009);
- Labor Day (September 7, 2009);
- Veterans Day (November 11, 2009);
- Thanksgiving (November 26 and 27, 2009);
- Martin Luther King, Jr. Day (January 18, 2010);
- Cesar Chavez Day* (one day, floating, between March 1 and March 31, 2010);
and
- Memorial Day (May 31, 2010).

*Cesar Chavez Day to be scheduled and taken with agreement of the employee's supervisor during the defined period. An employee may only be denied the opportunity to take the holiday due to College business. The denial must include written notification by the employee's administrative supervisor with a copy to the Chief Human Resources Officer. If the employee is denied the opportunity, the holiday will be paid out the first payday in May.

Additionally employees shall be allowed the following paid recesses:

- Winter Recess begins at 12 noon on December 24th and continues through the federally-observed New Year's Day Holiday. In the event that December 24th falls on a weekend, the College will close for business at 12 noon the preceding Friday.
- Tucson Rodeo Recess (February 25 and 26, 2010).

Winter Recess and Rodeo Recess may be flexed within the pay period or within the current or following month, provided the needs of the work unit and the College are met.

To be eligible for holiday/recess pay, an employee must have worked his/her last full work day or be on approved paid leave (with sufficient leave to cover a full work day) the work day before and the work day after the holiday/recess. When an employee retires on or before December 31, he/she is eligible for recess pay up to his/her final full day of work.

B. Leaves - General

1. General Provisions

Please refer to the *Personnel Policy Statement for College Employees* for additional information on leave, including unpaid leave, and leave under the Family and Medical Leave Act (FMLA).

Leaves of absence (with the exception of sick leave, emergency treatment leave or medical leave) will require prior approval by the appropriate supervisor. In cases exceeding 30 calendar days, prior written notification to the Vice Chancellor of Human Resources from the immediate supervisor shall be required. Employees shall submit a written request for leave of absence to their immediate supervisor, specifying dates and type of leave requested.

In partial recognition of prolonged, uncommon, or exceptional hours of work beyond the standard work week expectations, the employee's supervisor may grant the administrative employee occasional, non-routine brief absence from the work day for any purpose with pay without requiring the use of annual or sick leave.

The immediate supervisor is responsible to see that the time cards for the employee are properly completed on a timely basis and submitted to the Payroll Office.

The Payroll Office and the Department of Human Resources is responsible for maintaining accurate records of persons on leave of absence to ascertain which personnel are on paid status and benefits eligible.

2. Extension of Leaves

Employees are expected to return from vacations and leaves at the expiration of approved leave. In the event of unforeseen circumstances which require an extension of leave, employees must notify their supervisor (if not available, then the Human Resources Office or Campus Police), prior to their scheduled date of return.

In the case of annual leave, up to five additional work days may be approved (paid if accrual is sufficient, otherwise unpaid) by the supervisor.

If the leave is an unpaid leave, the Chief Human Resources Officer must approve all extensions. Such extensions will normally be for up to five work days.

3. Resignation Without Notice

Failure to report to work on the scheduled date of return, failure to report to work for five consecutive work days without notice, or failure to notify the College in accordance with the above provisions will be considered resignation without notice. The College shall notify the employee of the dismissal action. The individual shall not be eligible for re-employment with the College or eligible for the sick leave payout program if he/she were otherwise eligible for the program. The College may approve the absence on an individual basis if due to circumstances beyond the employee's control.

C. Annual Leave

The importance of the annual leave as a period of rest and relaxation is well recognized.

1. Accrual and Accumulation

Annual leave for all administrators shall accrue from the first day of employment.

Annual leave for full-time regular administrative employees shall accrue from the first day of employment at the rate of 24 days per year, prorated at the rate of 8 hours per pay period for the first two pay periods each month. For eligible administrative employees scheduled to work at least 30 hours per week but less than 40, leave accrual shall be prorated based on the number of hours worked per week. Employees may accumulate up to a maximum of 336 hours. An employee may not accrue additional annual leave time unless or until the employee's annual leave balance has dropped below the 336 hour maximum.

An approved holiday falling within the leave period is not counted as part of the leave, and an additional day may be taken at any time which is convenient to both employee and supervisor, so long as it falls in the same leave period. In case of illness or accident occurring before a scheduled leave begins, arrangements may be made to postpone the leave. If a physician-verified illness occurs during an employee's annual leave, said leave may be extended for the length of the employee's illness, provided that the employee utilized accrued sick leave for the period of the illness, and supervisory approval is granted.

Under normal circumstances, annual leaves of more than two consecutive days (with the exception of emergency annual leave) will require a minimum of two weeks prior approval by the appropriate administrative supervisor. Exceptions may be granted by the appropriate supervisor. The administrative supervisor (or his/her designee) will respond to the employee's written request for annual leave within three days of the receipt of such request. Annual leave shall normally be granted at the time requested in writing by the employee, unless the nature of the work makes it necessary to limit the number of employees on annual leave at the same time.

Leave requests may be postponed by the administrative supervisor when there is a compelling organizational interest. If the initial request is postponed, an alternative date(s) will be established in a timely manner to allow the employee to use their leave in a fashion as close as possible to the original request. An employee's request for annual leave will not be denied arbitrarily or capriciously.

Upon separation from College employment or upon transfer or reassignment to a position in which the employee is ineligible for annual leave accrual, the employee shall be compensated for accumulated annual leave in the form of a lump sum payment.

Upon separation from employment, employees may not extend the annual leave beyond the last day worked.

2. Emergency Pay Out of Annual Leave

Employees who are in a position of extreme need to access additional resources may request payment of up to two weeks, in one-week increments (1 or 2 weeks), of accrued annual leave per fiscal year if they meet the following criteria:

- Employee must have a demonstrable emergency resource need. Emergency resource needs may include, but are not limited to, loss of spouse or domestic partner income, emergency medical expenses, funeral expenses, impending eviction or foreclosure, unanticipated education expenses or other extraordinary expenses. Refer to Human Resource's Benefits Office or website at http://www.pima.edu/employee/benefits/other_forms.shtml for Domestic Partner Affidavit form.
- The employee must complete the Emergency Buy Out of Annual Leave Application and submit the form with accompanying documentation to the Chief Human Resources Officer for approval.

Eligibility and use of this emergency pay out provision will be determined on a fiscal year basis. In the event an employee makes use of this provision and his/her leave balance is subsequently exhausted, the employee will be ineligible to receive donated leave until his/her unpaid leave status exceeds the number of weeks paid under this provision or until a new fiscal year commences.

Refer to the Benefit's Office or the College's website at http://www.pima.edu/employee/benefits/other_forms.shtml for the Emergency Pay Out of Annual Leave Application.

3. Compensation for Denied Annual Leave

If an administrative employee's annual leave balance is within five days (40 hours) of the 336 hour maximum and the administrator is not able to take annual leave or his/her annual leave request is denied due to the needs of the College, the employee may apply for compensation up to two weeks (80 hours) per fiscal year provided the following conditions are met:

- the employee requests annual leave in writing or provides an explanation of why he/she is not able to take annual leave, and
- the administrative supervisor is in agreement and authorizes payment.

The request for payment, including copies of the employee's written request and administrative supervisor approval, is submitted to the Payroll Office. The employee's annual leave balance will be reduced by the number of hours for which the employee was compensated.

D. Sick Leave

Please refer to the *Personnel Policy Statement for College Employees* for additional information on paid or unpaid medical leave and the requirements of the Family and Medical Leave Act (FMLA).

Sick leave shall be defined as an employee's absence from duty due to:

- a. illness or injury of the employee, or
- b. for medical or dental appointments, or
- c. a member of the employee's immediate family, defined for purpose of this benefit as spouse or domestic partner, parent, legal dependent who is ill enough to require the care and attention of the employee. The use of sick leave for a domestic partner requires a signed confidential Domestic Partnership Affidavit of domestic partnership by the employee and domestic partner, prior to use. The Affidavit must be submitted to the Human Resources Benefits office and will be maintained in the employee's benefit file. Refer to Human Resource's Benefits Office or website at http://www.pima.edu/employee/benefits/other_forms.shtml for Domestic Partner Affidavit form.

For use of Sick Leave and/or sick leave qualifying under the Family and Medical Leave Act (FMLA), please refer to the College policy in the *Personnel Policy Statement for College Employees*.

The College shall credit each full-time, regular employee with 4.0 hours sick leave for each full pay period worked. Employees may accumulate a maximum of 1440 hours of sick leave. For employees who, as of the first day of the fiscal year have in excess of 1440 hours of sick leave, accumulation of sick leave shall be frozen at that level. Accumulation shall begin once the total number of hours fall below 1440 and may accumulate to no more than 1440 hours.

Employees must notify their supervisor no later than the start of their regularly assigned shift when they are unable to report for work due to illness. Employees will provide sufficient notice to the supervisor of a scheduled medical and dental appointment(s) and, as reasonably possible, will schedule such appointments to cause the least disruption to the work unit. The employee must notify the supervisor at least every five days during the absence for short-term illness (10 working days or less).

In the event the leave is an unpaid medical leave (a leave for medical reasons which extends beyond an employee's sick leave and annual leave accrual), the employee (or his/her designee) must keep the College informed of his/her ability to return to work and probable return date every five work days during the first 60 (sixty) days of absence due to illness and every month thereafter.

The employee's supervisor may request medical certification stating the employee was incapable of working and is not fit to resume work after three consecutive days of absence. If the cause of such absence does not require the services of a physician, a written statement signed by the employee setting forth the reason for the absence may be required by the employee's supervisor. The employee's supervisor may request medical certification stating the employee was incapable of working for less than three days of absence if there is a pattern of sick leave use without supporting medical documentation.

If it is anticipated that the sick leave will extend beyond five work days, the Benefits Office in Human Resources must be notified by the supervisor.

In instances where an employee has exhausted available sick leave, the employee may use annual leave converted to sick leave by so notifying the supervisor in writing. Upon supervisory approval, the employee's time record submitted to Payroll shall reflect the use of annual leave.

A physician's certification that the employee may return to work shall be required for all medically-related leaves of absence exceeding ten work days.

Employees may transfer up to five days of sick leave to annual leave dependent upon the employee's use of sick leave during the 12-month period immediately preceding the employee's anniversary date according to the following schedule:

<u>Days of Sick Leave Used</u>	<u>Maximum Days to Transfer</u>
0-2	5
3	4
4	3
5	2
6	1

Transfers can only be initiated at the employee's written request to the Payroll Office 15 work days before or after the employee's anniversary date. Upon separation from employment, employees may not extend sick leave beyond the last day worked.

Section V. Professional Development

This section has been revised in accordance with the Board of Governor's authorized 2004/06 College Plan which includes the recommendations of the College-wide Professional Development Committee. Information regarding access to professional development for administrators and the complete program is available through the Office of Professional Development (see: <http://www.pima.edu/profdev/index.shtml>).

A. Professional Growth Leave

Administrative Professional Growth Leave is a leave of absence with pay subject to the criteria and conditions contained in this section. Professional Growth Leaves may be granted to administrators for intellectual stimulation normally obtained by study, research, travel, suitable alternative work experience, or other creative activity.

1. Long Term Leave

To be eligible for a leave of three months to twelve months, the administrator must have worked for the District a minimum of six consecutive contractual periods as a full-time administrator. Up to three paid, professional growth leaves may be granted per fiscal year district-wide. The application for leave (Appendix E) shall be reviewed by the Administrative Supervisor and Executive Administrator. Recommendations for approval are forwarded to the Chancellor for action. Upon approval by the Chancellor (or designee) the request will be submitted to the Governing Board. If approved, a copy of the approved administrative leave application shall be maintained in the employee's personnel file.

2. Short Term Leave

Administrators with one year or more of service may apply for leaves of shorter duration, ten weeks or less. The number of these leaves available in the District per year will be at the discretion of the Chancellor. The application for these shorter leaves shall be by memorandum to the Supervising Administrator. The application for leave (Appendix E) shall be reviewed by the Administrative Supervisor and Executive Administrator. Recommendations for approval are forwarded to the Chancellor for action. If approved, a copy of the approved administrative leave application shall be maintained in the employee's personnel file.

3. Leave Requirements

An administrator returning to the District following a leave will return to the same position or to one of equal grade or to a position agreed upon prior to the leave. Administrators are expected either to return to work at the College for a period of time equivalent to the length of the leave or to reimburse the College for the leave.

Administrators who receive a long-term leave shall not be eligible to apply for another long-term leave again until three consecutive contractual periods have passed. Administrators who either do not complete the leave or who do not complete one year of employment with the College following the period of leave may be required to repay all or part of the College's costs for their salary and benefits which were incurred during the period of leave, unless approved by the Chancellor.

Requests for a long-term leave are due by November 1 for leaves intended to commence the following fiscal year. The Chancellor may authorize exceptions to the submission deadline. Requests for a short-term leave are due as soon as reasonably possible.

An application for leave (Appendix E) includes written statements describing the leave plans, value to the College and means of disseminating the findings. At the conclusion of the leave, the administrator will be required within six weeks of return to the College to submit a written report of the work accomplished during the leave to his/her executive administrator, the Chancellor, and will share the results of the leave with the appropriate colleagues at the College.

4. Compensation

Compensation for the leave will be at the rate of the administrator's base salary for leaves of six months or less. For leaves granted in excess of six months, compensation will be the base salary rate for the first six months and one-half salary rate for the next six months, or any additional period not to exceed six months. However, the amount of compensation may be reduced proportionately should the recipient receive remuneration from any non-College source during the period of said leave. Such reduction will be determined by the Chancellor or his/her designee and approved by the Governing Board. If a replacement is required and approved by the executive administrator and the Chancellor, the campus or District Office will receive district funds to cover administrator replacement. Approved leaves with pay will be considered as regular service.

5. Benefits During Leave

For paid leaves, health insurance plans and the group life insurance plan coverage will be continued. Retirement contributions, disability protection, and sick leave benefit plans will also continue during the paid leave. For unpaid leaves, the administrator may arrange to pay deductions to maintain benefits.

B. Administrative Exchange Program

1. External Administrative Exchange Program

An administrative exchange assignment is a leave of absence from the College not to exceed any 12-month period in which the full-time administrator exchanges a comparable position with a colleague at another post-secondary institution.

The purpose of the Administrative Exchange Program is to provide the administrator with opportunities for professional growth while experiencing the environment of another institution and to allow Pima Community College to benefit from having administrators from other institutions serve with the College.

Eligibility includes:

- a. Completion of three or more years of full-time service to the College as an administrator. After completing an exchange assignment, the administrator will complete an additional three or more years of full-time service to the College before becoming eligible for another exchange assignment, and
- b. Locating an administrator from another college, acceptable to the appropriate supervisors, who is willing and able to exchange assignments. *Exchanges may be found through the League of Innovation, the American Association of Community Colleges, and the Chronicle of Higher Education.*
- c. Final approval by the Chancellor for the administrative exchange.
- d. Prior to approval of the exchange, Human Resources and the Administrator will ensure that appropriate agreements between affected institutions have been signed concerning such items as performance management, liability, workmen's compensation, etc.

While on an administrative exchange assignment, the Pima Community College administrator will be compensated by the College. The exchange administrator will be compensated by the exchange institution (not Pima Community College). Pima Community College will not assume any financial liability as a result of the administrative exchange assignments other than the payment of the Pima Community College administrator's normal compensation, with benefits.

The Pima Community College administrator will return to her/his former or comparable position upon completion of the exchange assignment. This assignment shall be considered as service time at the College for salary and retirement purposes.

2. Internal Administrative Exchange Program

An internal administrative exchange program allows administrators to participate in lateral job exchanges for one semester or one year without salary penalty or loss of professional development opportunities.

Exchanges are initiated with a request from both parties identifying the professional growth outcomes to be achieved. Both supervising Administrators must approve the exchange. The administrator will report to the supervising Administrator at the new location during the exchange. The Chancellor will authorize all administrative exchanges.

Section VI. Professional Review of Administrators

Professional review of the performance of employees is an essential activity and, to be most effective, must be done on a continuous basis.

The professional review is the evaluation of the administrator's performance against the performance requirements for his or her position, based on the accomplishment of goals and the fulfillment of overall leadership responsibilities. The purpose and process of the Professional Review of Administrators is found in Appendix B.

Section VII. Executive Positions

A. Designation of Executive Positions

The administrative positions of Chancellor, Executive Vice Chancellor, Vice Chancellor, and Campus President are designated as executive positions. Executive positions have College-wide responsibility in carrying out the policies of the Governing Board. The Chancellor reports directly to the Governing Board in fulfilling the primary responsibility of carrying out Board policies and the Executive Vice Chancellors, Vice Chancellors and Campus Presidents report to the Chancellor in doing so. All executive positions have broad common duties and responsibilities in carrying out the mission of the College District through College-wide leadership and direction.

B. Employment of Executives

Procedures for employing the Chancellor shall be determined by the Governing Board; procedures for employing all other executive personnel shall be established by the Chancellor. Initial appointments of all executives, as well as issuance of new employment contracts for executives for the ensuing fiscal year, are subject to Governing Board approval. The provisions of Section II D, Contracts, of this policy statement apply to executive positions, excluding the Chancellor.

C. Transfers

The Chancellor may reassign or transfer executives when, in his/her discretion, the needs of the College are best served. Upon any reassignment or transfer, pay will be determined in accordance with section D below.

D. Executive Pay Structure and Pay Setting

Salary for the Chancellor will be determined by the Governing Board. Salary for other executives shall be set in accordance with the provisions of this section.

Changes in pay structures and pay setting policies may be effectuated by the Governing Board upon recommendation from the Chancellor, or by the Governing Board acting on its own initiative.

1. Salary range

The salary range for executive positions other than the Chancellor is based on ranges E92 and E93 of the administrator salary schedule for the Executive Vice Chancellor, Campus President

and other Vice Chancellor positions. Upon adjustment of the administrator salary schedule, the executive salary range shall be adjusted accordingly.

2. Upon initial appointment to an executive position

When filling an executive position, an applicant's qualifications and abilities will be considered. Based upon these factors and the needs of the College District, an initial salary placement within the salary range for the position shall be recommended to the Chancellor. The Chancellor, in turn, shall make a recommendation for initial salary placement to the Governing Board.

3. Upon position change or new contract offer

- a. If the executive is assigned or reclassified to another executive position, salary may be adjusted based on the executive's qualifications, abilities and the needs of the position and the organization. Changes will be effective upon Governing Board approval. If an executive is assigned either within or outside the executive group to a position in a lower range or with a lower salary rate, salary will be determined in accordance with paragraph "b" below.
- b. If an executive is assigned either within or outside the executive group to a position in a lower range or with a lower salary rate, the executive shall continue to receive his/her present salary until the end of the contract year. Should the College District exercise its discretion and offer a new contract to the executive, the salary offered will be within the range of the position to which assigned and may be reduced.
- c. Should the College District exercise its discretion and offer a new contract to said executive in the same position, the pay offered may, within the assigned pay range, reflect changes in the scope or complexity of the assignment or the requirements of the position. At the discretion of the Chancellor, this pay adjustment may be in the form of a salary increase or a non-recurring compensation supplement. Salary increases are subject to the minimum and maximum salaries established for the executive pay range and are contingent upon approval by the Governing Board.

4. Upon approval of step increase for administrative personnel

If the Governing Board approves a step increase for administrative personnel, executives who have satisfactorily completed his/her step plan shall receive a step on the appropriate salary schedule, subject to the maximum of the salary range (reference Appendix F.).

E. Outside Employment for Executives

An executive shall obtain the prior written approval of the Chancellor before accepting outside employment/consultancy assignments. The executive shall affirm in writing with the employing party that he/she is acting in an individual capacity and not as an agent, employee, or representative of the College District.

Appendix A: Salary Determination for Administrators Reassigned to Faculty Status

A. Requests for Salary Determination

All requests for reassignment to faculty status must be reviewed and recommended by the Campus President and approved by the Chancellor.

1. Requests for salary determination and placement on the faculty salary schedule must be made in writing to the Human Resources Office.
2. The following must be submitted with the request:
 - a. a current detailed application (indicating month and year of positions/degrees held) with official transcripts. No credit will be given for training and/or work experience that cannot be verified;
 - b. a copy of a regular Pima Community College Certification or a statement from the campus certification office that the administrator meets the requirements for certification in accordance with Board Policy, Regulations and Standard Practice Guide and the District's faculty standards and qualifications.

B. Placement on the Faculty Salary Schedule

1. Placement on the faculty salary schedule will be based on the current Faculty Compensation Plan provisions and definitions.
2. Years of service as a Pima Community College administrator shall also be credited in the computation of length of service with Pima Community College.
3. If, subsequent to 1/1/93, the Governing Board does not grant faculty a length of service step increase for a given year, no length of service credit will be granted to the administrator for that year of service.
4. Step adjustments for the successful completion of a step plan earned as an Administrator shall be credited in the computation for placement.

Appendix B: Administrators Professional Development Review

A. Purpose of Review

Administrators are evaluated on the accomplishment of goals and fulfillment of overall leadership responsibilities consistent with the mission of the institution, the code of ethics, and the responsibilities of the assigned position.

The performance evaluation of administrators is completed within the encompassing perspective of a professional review. The administrator professional review moves beyond attaining measurable objectives to include the evaluation of leadership in such areas as developing vision, attaining new knowledge of the field, communicating goals, and unifying team effort to accomplish goals.

The purpose of the professional development review is to:

1. Gauge the extent to which leadership and management are demonstrated and goals and objectives are met.
2. Recognize excellent performance.
3. Improve performance where necessary.
4. Provide a basis for personnel decision making.

B. Overview: Annual Performance Evaluation

Administrator professional review is intended to be an on-going process between an administrator and supervising administrator. There is one formal process review completed annually at the end of each fiscal year for each administrator. Completed individual development accomplishments and plans become part of the official personnel file for each administrator.

Annual Review (due in June): Early in the fiscal year, administrators and their supervisors determine goals and establish benchmarks in support of the goals of the Governing Board and the College District. At the end of the year (June), goal accomplishments are evaluated and the results are recorded on the *Annual Evaluation Review for Administrators* form.

For Executive Administrators, the annual evaluation review and the completion of a Step Progression Plan (SPP) is one process. Executive Administrators will use the applicable form (i.e., Annual Review For Presidents or the Annual Review For Executive Vice Chancellor and Vice Chancellor) to substantiate accomplishment of measurable activities from their approved Administrator Step Progression Plan previously submitted in August.

C. General Review Procedures

1. The administrator and supervisor meet early in the year and as needed thereafter to:
 - a. Review the administrator's position requirements and expectations, goals, and other related matters.
 - b. Discuss any supplemental information that may be gathered as part of the review process, including input from others such as peers, staff, or clients. (Human Resources, Employee Relations Office is available to provide assistance.)
3. Review discussions should include areas of performance strength, areas for performance improvement, and opportunities for professional growth and enhancement. The supervising administrator may modify the review as a result of the discussion.
4. The supervising administrator and the reviewed administrator sign the professional review form acknowledging that the review occurred. The signature of the reviewed administrator does not mean acceptance of the content of the review. An administrator who disagrees with the accuracy of the statements on the professional review may submit a written statement to the supervising administrator, which must be attached to the supervisor's review.
5. The review, with any attachments, is forwarded to the executive administrator for signature and returned to the supervising administrator. For the annual review, the administrator's goals and the goal accomplishment report, if any, should be attached. The supervising administrator then provides a copy of the signed professional review to the reviewed administrator and sends the completed review to the Human Resources by July 15.

Appendix C: Job Titles

<u>Series Title</u>	<u>Classification Title</u>	<u>Range</u>
District Administration - Administrator	Administrator	D64
	Deputy Executive Administrator	E82
	Vice Provost	E83
	Executive Administrator	E92
	Executive Vice Chancellor	E93

<u>Official Classification Title</u>	<u>Working Job Titles</u>	<u>Range</u>
Administrator	Division Dean	D64
	Executive Director	D64
Deputy Executive Administrator	Assistant Vice Chancellor	E82
	Vice President	E82
Vice Provost	Assistant Vice Chancellor for Academic Services and Vice Provost	E83
Executive Administrator	President	E92
	Vice Chancellor	E92
	Provost and Executive Vice Chancellor for Academic Services	E93
	Executive Vice Chancellor for Administration	E93

Appendix D: Administrators Salary Schedule

Administrator Salary Schedule FY 2009-2010 – 40 Hour Work Week

Table AM			Grade			
Step	D64	D71	E82	E83	E92	E93
1	\$95,201	\$95,201	\$110,236	\$121,260	\$148,188	\$163,005
2	\$97,486	\$97,486	\$112,882	\$124,170	\$151,745	\$166,917
3	\$99,826	\$99,826	\$115,591	\$127,150	\$155,387	\$170,923
4	\$102,222	\$102,222	\$118,365	\$130,202	\$159,116	\$175,025
5	\$104,675	\$104,675	\$121,206	\$133,327	\$162,935	\$179,226
6	\$107,187	\$107,187	\$124,115	\$136,527	\$166,845	\$183,527
7	\$109,759	\$109,759	\$127,094	\$139,804	\$170,849	\$187,932
8	\$112,393	\$112,393	\$130,144	\$143,159	\$174,949	\$192,442
9	\$115,090	\$115,090	\$133,267	\$146,595	\$179,148	\$197,061
10	\$117,852	\$117,852	\$136,465	\$150,113	\$183,448	\$201,790
11	\$120,680	\$120,680	\$139,740	\$153,716	\$187,851	\$206,633
12	\$123,576	\$123,576	\$143,094	\$157,405	\$192,359	\$211,592

Appendix E: Professional Development Leave Application

Professional Growth Leave Application

I. General Information

- A. Name: _____ Date: _____
- B. Subject or Service Area: _____
- C. Start date as regular full-time administrator: _____
- D. List all leaves (with dates) taken since the most recent date of full-time employment.

II. Leave Plans

- A. Please indicate the semester(s) of leave requested: Full-Pay ___ Beginning Date: _____ End Date: _____
Half-Pay ___ Beginning Date: _____ End Date: _____

Please use a separate sheet of paper to answer questions B, C, D.

- B. Summary of Leave Plans: (Please summarize the essential elements of your leave plans, including your lists of measurable objectives and intended outcomes.)
- C. Value of Leave: (Outline the value of the leave to yourself, the students and the College.)
- D. Dissemination: (Describe how you will disseminate the findings of your leave.)

III. Certification and Signature of Applicant

I certify that the statements in this application are true and complete to the best of my knowledge. If I receive a professional development leave, I agree to abide by the policies of the professional development leave program and the Administrators Professional Development Program. I understand and acknowledge my obligation to reimburse the College for its costs for my salary and benefits during the term of my leave, in the event that I either do not successfully complete my professional development leave, or do not remain in the College's employment for a period of at least one year following my return from the leave.

If my professional development leave goals, objectives, and/or activities change prior to or while on leave, it is my obligation to notify the Administrators Professional Development Working Group, in writing, of the intent of the change and to request approval before implementing the change.

Upon my return, I agree to submit a report evaluating my leave relative to the Stated Objectives. I will submit my report to the Administrators Professional Development Working Group within six weeks following the first day of my return to work.

Signature of Applicant

Date

IV. Concurrences and Approval

Signature of Supervisor

Date

Signature of Executive Administrator

Date

Chancellor's Approval

Date

Appendix F: Administrator Step Progression Plan and Criteria

Effective July 1, 2008

Background

In April 2004, the Board of Governors directed Employee Groups to develop criteria for future step increases for their constituent groups. The Administration had developed draft criteria in the fall of 2003 and subsequently revised the criteria to include a plan and process for implementation. Effective July 1, 2008, the Administrator Step Progression Plan and Criteria was incorporated as policy

The process to apply for and receive, or be denied, step advancement is the same for all levels and types of PCC administration. However, the criteria for step eligibility of each groups of administrators (executive directors, division deans, assistant vice chancellors, vice presidents of instruction, vice presidents of student development, presidents, and vice chancellors or executive vice chancellors) differ slightly in that the criteria is reflective of the types of work in which various elements of the administration are engaged.

In formulating the step advancement criteria, it was discussed that the criteria be achievable and attainable within a fiscal year, verifiable through appropriate documentation, progressive or distinguishable from past years, relevant to the job and/or career, requires energy and effort from the employee and is distinguishable to that employee.

Step Adjustments – Fiscal Year 2009/10

In any fiscal year, all step adjustments for regular employees as a result of the completion of step plans are subject to Governing Board approval and funding.

The Board of Governors did not approve step adjustment funding in fiscal year 2009/10. As a consequence, step plans completed and approved in fiscal year 2008/09 are held in abeyance until the fiscal year the Governing Board approves funding to active full-time regular employees. For example, if funding is not approved in fiscal year 2010/2011, the step adjustment will be held in abeyance until fiscal year 2011/12 and if funding is not approved for 2011/12, the step adjustment will be held in abeyance until fiscal year 2012/2013. Any employee not approved for step advancement will have the opportunity to apply for step advancement the following year.

Process for Step Advancement

- A. Threshold Test – Employee must meet the following to be eligible:
 - a. Be a member of the regular, full-time administration
 - b. Have served in the current position a minimum of six months
 - c. No Performance Improvement Plan or Disciplinary Act has occurred during the fiscal year
 - d. Satisfactory performance (no current documented performance problem)

- B. Employee completes the Step Progression Plan (SPP), identifying the specific objectives and/or activities to be accomplished. To the extent possible, the plan will include target completion dates of the activities as well as expected outcomes. Activities which cannot be accomplished by May 15, but which can be accomplished by June 30, may be included in the next year's SPP. This plan will be submitted to the appropriate Executive Administrator within the employee's supervisory hierarchy. Presidents, vice chancellors, and executive vice chancellors will submit their plans to the Chancellor. The deadline for submitting a SPP is July 31.
- C. The supervisor meets with the employee to discuss the SPP. The plan is either authorized or is returned to the employee for additional detail or rework and must be resubmitted. Only plans authorized by the supervisor by August 15 will be considered for step criteria eligibility. It is the responsibility of the supervisor to notify the employee of the acceptance, or rejection, of the SPP in writing by August 20.
- D. If an employee believes the SPP has been rejected without cause, he/she may appeal that decision to the Chancellor by August 30. The basis of the appeal must be submitted in writing.
- E. The Executive Administrator signs the SPP and forwards it to Chancellor or designee for authorization by August 30. Only SPP's authenticated by the Chancellor or designee by September 10 will be considered for step criteria eligibility. It is the responsibility of the Chief Human Resources Officer to notify the employee of the acceptance or rejection of the SPP, in writing, by September 15. There is no appeal of a SPP that is rejected at this stage.
- F. An employee may revise a SPP during the year if the modification to the SPP is approved by the supervising Executive Administrator and then authorized by the Chancellor or designee.
- G. Upon completion of the SPP, the employee submits supporting documentation to the Executive Administrator who initially authorized the Plan. This information must be submitted by May 15. Plans submitted after the deadline are ineligible for consideration. The Executive Administrator will evaluate the Plan and supporting documentation and submit acceptance of the completed plan for step advancement to the Chancellor or designee by May 25. If the Executive Administrator rejects the Plan, he/she will notify the employee in writing by May 25. Under extenuating circumstances, the Chancellor may extend the deadline for administrator plan submittal for an additional 30 days.
- H. If an employee believes his/her SPP has been rejected without due cause, he/she may appeal that decision to the Chancellor by June 5. The Chancellor's decision in the evaluation of the Plan, its documentation, and its applicability for step progression, is final. The employee will be notified by the Chancellor of the decision, in writing, by June 15.

- I. If for any reason, the Board does not grant a step advancement to the administrative group, all Administrators who qualified for a step advancement are automatically qualified for step advancement in the succeeding year.
- J. An Administrator who has served in an acting capacity in a position which is classified at a higher level of administrative authority (i.e. a Vice President serving as an Acting President), and returns to his/her regular assignment, will be granted a step on the salary schedule for his/her regular administrative classification, if he/she satisfied the step advancement criteria for the higher level while acting in that capacity.
- K. Employees who have successfully completed and have an authorized SPP by May 30 will receive a step advancement on the salary schedule in the first pay period of the next fiscal year, assuming that the Board of Governors have authorized funding for step advancements and that a step is available to the employee on the schedule.

**Step Advancement Criteria
Administrator
Executive Directors and Division Deans**

OVERVIEW

Administrator assignments vary among the different jobs represented by this classification. Even among the Division Deans, assignments may vary from campus to campus and within campuses. Administrators manage discreet divisions, entire campus faculty, student service divisions, adult education, performing arts and many other assignments. Consequently, Administrator successes occur completely in the context of the campuses' or unit's mission and goals. The criteria here are intended to be broad enough to allow the various administrators to highlight their successes and growth relevant to their assignments. Because Administrators' contributions are also part of the collective success of their individual respective campuses or units, assignments of the Administrator by their administrative supervisors should complement the criteria. To these ends and to qualify for step advancement, Administrators will demonstrate and substantiate measurable activities and accomplishments in each of the following areas:

1. COLLEGE PLAN

To foster the success of the College Plan, Administrators will accomplish all assigned responsibilities of the College Plan and according to stated or approved revised deadlines. Administrators will also take all actions necessary to foster the success of the College Plan in areas not directly assigned to them. Finally, should the Administrator not have specific assignments through the College Plan, it will be his/her responsibility to demonstrate their assistance with activities which required their direct personal effort and contributed to the success of the Plan.

2. RESOURCE MANAGEMENT AND DEVELOPMENT

Administrators have line authority for important areas of College operation. Therefore, it is important to increase the efficiency and effectiveness of areas within their span of control. An activity to satisfy the criteria may include, but not be limited to, the following:

- a. Implementation of strategic scheduling that result in enrollment growth for the division.
- b. Management of resources to optimize services that enhance student success. Examples include: productive scheduling of staff, cross training of staff within their classification, increasing currency and accuracy of information, and increasing quality service.
- c. Proposing and/or implementing new courses, programs or activities that result in demonstrable increases in FTSE/FTFE, fundraising, grant procurement, forging partnerships with the community and/or businesses that benefit the college and its programs.
- d. Recommendations to improve delivery of services based on student feedback, department identified needs or personal observations.
- e. Achieving enrollment and financial goals as required by one's supervisor.

- f. Improving communication internally and externally.
- g. Developing new curricular, instructional, and service initiatives.
- h. Collecting, analyzing, and reporting data for operational improvements.
- i. Recommending new or improved procedures or processes.
- j. Advocating for and/or implementing technological solutions to significant problems or challenges.

3. LEADERSHIP TO BENEFIT THE CAMPUS OR DISTRICT

The Administrator will demonstrate leadership in activities which enhance their professional development and provide value to the College community. An activity to satisfy the criteria may include, but not be limited to, the following:

- a. Leadership assignment and completion for a nonrecurring campus or district project.
- b. Recommending or providing direct assistance in implementing new systems or structures that enhance the campus' or unit's mission.
- c. Serving as a mentor for college and community leaders.
- d. Special projects assigned by the supervising administration.

4. PROFESSIONAL DEVELOPMENT

Administrators would be able demonstrate their continuing professional development in one or more of the following ways:

- a. Attending conferences or professional meetings. These conferences should relate to the advancement of higher education or to a specific subject area in the teaching discipline of the administrator or a subject area/service area under the supervision of the administrator. A report of major findings will be prepared after the attendance that can be distributed to appropriate groups within the College community.
- b. Presenting at conferences or professional meetings. The presentation materials should be disseminated to appropriate groups of people at PCC.
- c. Having materials accepted for publication in journals or publications appropriate to higher education or the teaching discipline of the administrator. The materials for publication should be distributed to appropriate groups within the College community.
- d. Completing training programs that relate to the duties of the administrator. Such programs need to be at least eight hours in length.
- e. Demonstrated technological competency directly related to area of responsibility.

The supervising administrator would approve participation in the above activities for professional development credit in advance.

5. COMMUNITY OUTREACH

The Administrator will assist in the accomplishment of the goals contained within the College Plan. An activity to satisfy the criteria may include, but not be limited to, the following:

Direct assistance in:

- a. Promoting and/or developing partnerships with schools, businesses, government agencies and other community organizations.

- b. Promoting and/or developing cultural or educational programs in the community.
- c. Developing or strengthening articulation between Pima's programs and secondary or post-secondary education systems.
- d. Facilitating development of scholarship programs with community individuals or organizations.
- e. Promoting service learning within programs and courses or other experiential education opportunities.
- f. Membership in community/civic organizations.
- g. Grant development to facilitate enrollment of non-traditional groups within the community.
- h. Fund raising development for College-related activities.
- i. Service activities of local, State, national or international community organizations.

The supervising administrator would approve participation in the above activities in advance.

6. TECHNOLOGY COMPETENCE

Demonstrate improved technological competencies relevant to one's position and/or one's unit of authority. Documentation of this activity must include a report summarizing what new skill was gained or the new efficiencies and effectiveness achieved through the use of technological resources.

7. COMMITMENT TO STAFF AND FACULTY DEVELOPMENT

The Administrator will provide opportunities to enhance professional development of those who report directly to him/her. This criteria will be measured through documentation that those direct reports developed professionally through activities that add value to the College or increase the knowledge of the employee in his/her individual role with the College.

**Step Advancement Criteria
Deputy Executive Administration
Assistant Vice Chancellors, Vice Presidents and Vice Provost**

OVERVIEW

Recognizing that administrators in this category have different responsibilities, the criteria for step advancement are broad-based to allow each individual the ability to tailor activities to satisfy the criteria in ways that are meaningful to the individual's personal and professional growth. To this end, and to qualify for step advancement, Deputy Executive Administrators will demonstrate and substantiate measurable activities and accomplishments in each of the following areas:

1. COLLEGE PLAN

To foster the success of the College Plan, Deputy Executive Administrators will accomplish all assigned responsibilities of the College Plan and according to stated or approved revised deadlines. Deputy Executive Administrators will also take all actions necessary to foster the success of the College Plan in areas not directly assigned to them. Finally, should the Deputy Executive Administrator not have specific assignments through the College Plan, it will be his/her responsibility to demonstrate their assistance with activities which required their direct personal effort and contributed to the success of the Plan.

2. INNOVATION

Demonstrate evidence of College-wide or campus-based leadership in activities which result in process, service and/or organizational management improvements. The effort must contribute to achieving one or more of the following:

- a. Increased enrollment or improved retention.
- b. Increased efficiency and effectiveness of fiscal, staff or facility resources.
- c. Increased efficiency through the use of technological competence.
- d. Reduction in error rate.
- e. Increase in student/client satisfaction associated with the quality of the product/service.
- f. Other area as approved through SPP.

3. TECHNOLOGY COMPETENCE

Demonstrate improved technological competencies relevant to one's position and/or one's unit of authority. Documentation of this activity must include a report summarizing what new skill was gained or the new efficiencies and effectiveness achieved through the use of technological resources.

4. PROFESSIONAL DEVELOPMENT

The Deputy Executive Administrator will demonstrate continued growth in his/her chosen profession. Examples of acceptable activities include, but are not limited to, conducting or presenting professional workshops, publishing, and keynote addresses. Attendance at professional conferences will qualify if there is a written report on the conference including review of the content provided and its applicability to the College or one's chosen field of work.

5. COMMITMENT TO STAFF AND FACULTY DEVELOPMENT

The Executive Administrator will provide opportunities to enhance professional development of those who report directly to the Deputy Executive Administrator. This criteria will be measured through documentation that those direct reports developed professionally through activities that add value to the College or increase the knowledge of the employee in his/her individual role with the College.

6. LEADERSHIP TO THE COLLEGE, COMMUNITY AND PROFESSION

The Deputy Executive Administrator will support the College's goal to foster responsible civic engagement. Activities which will satisfy the criteria include, but are not limited to, one or more of the following: serving as a member of a Board, in a leadership role or as a member of a task force or as a member of an advisory committee to a local, State, national or international community service organization or professional association. Service through participation in a specific service activity of one or more of these types of organizations also qualifies.

7. COMMUNICATION

It is the responsibility of the Deputy Executive Administrator to provide accurate and timely information to colleagues as well as those under his/her supervision. This criteria will be satisfied by implementing new, successful or improved communication efforts which increase the quality effectiveness and efficiency of information provided. Documentation of an activity which satisfies this criteria is required to substantiate increased quality.

Administrator Step Progression Pilot Plan and Criteria
Executive Administration
Executive Vice Chancellors, Vice Chancellors, Presidents

OVERVIEW

Because student learning is the responsibility of all College employees, it is incumbent that Executive Administrators set a high expectation for their performance in their areas of expertise and responsibility, on behalf of student learning and development. This implies that Executive Administrators will provide leadership within their assigned areas of operation as well as provide College-wide leadership. In this regard, the formulation of performance goals for step advancement focus on increasing the efficiency and effectiveness of internal and College-wide processes, developing mechanisms and initiatives which enhance the quality of the College's and/or campuses programs, and increase the speed, accuracy and quality of service delivery. To these ends and to qualify for step advancement, Executive Administrators will demonstrate and substantiate measurable activities and accomplishments in each of the following areas:

1. COLLEGE PLAN

To foster the success of the College Plan, Executive Administrators will accomplish all assigned responsibilities of the College Plan and according to stated or approved revised deadlines. Executive Administrators will also take all actions necessary to foster the success of the College Plan in areas not directly assigned to them. Finally, should the Executive Administrator not have specific assignments through the College Plan, it will be his/her responsibility to demonstrate activities which required their direct personal effort and contributed to the success of the Plan.

2. INNOVATION

- a. Executive Administrators are responsible for implementing new and effective organizational management strategies. Examples include redesigning an organizational process or changing/eliminating an organizational barrier to better serve the College community. The change must be measurable in one of the following areas:
- b. Increased enrollment or improved retention;
- c. Increased efficiency and effectiveness of fiscal, staff or facility resources;
- d. Increased efficiency through the use of technological competence;
- e. Reduction in error rate;
- f. Increase in student/client satisfaction associated with the quality of the product/service
- g. Other area as approved through SPP.

3. COMMUNICATION

The Executive Administrator will implement new, successful or improved communication efforts which increase the quality, effectiveness and efficiency of information on services and programs to faculty, staff, students, and/or the external community. Documentation of an activity which satisfies the criteria is required to substantiate the increased quality of communication.

4. LEADERSHIP TO BENEFIT THE COLLEGE, COMMUNITY OR THE PROFESSION

The Executive Administrator will provide leadership through regular participation in a Board or leadership role at the local, State, national and/or international levels in community or professional organizations. Service on advisory committees or task forces of these types of organizations also qualifies.

5. PROFESSIONAL DEVELOPMENT

The Executive Administrator will demonstrate continued growth in his/her chosen profession. Examples of acceptable activities include, but are not limited to, conducting or presenting professional workshops, publishing, and keynote addresses. Attendance at professional conferences will qualify if there is a written report on the conference including review of the content provided and its applicability to the College or one's chosen field of work.

6. COMMITMENT TO STAFF/FACULTY DEVELOPMENT

The Executive Administrator will provide opportunities to enhance professional development of those who report directly to the Executive Administrator. This criteria will be measured through documentation that those direct reports developed professionally through activities that add value to the College or increase the knowledge of the employee in his/her individual role with the College.

7. COMMUNITY SERVICE

The Executive Administrator will support the College's goal to foster responsible civic engagement. Service to community organizations through participation in a specific service activity will qualify.

Timeline for Administrator Step Advancement Plan Submittal and Approval

June, 2009	Employee develops Step Progression Plan (SPP) for submission to President, Vice Chancellor, or Chancellor
July, 2009	31 Employee submits SPP to supervising President, Vice Chancellor, or Chancellor*
August, 2009	15 Employee submits final or revised (if required) SPP to President, Vice Chancellor, or Chancellor 20 Supervising administrator authorizes or rejects, in writing, the employee's SPP 30 Deadline for employee to appeal rejected SPP to the Chancellor or his designee; supervising administrator submits authorized SPPs to Chancellor or designee
September, 2009	10 Chancellor or designee accepts or rejects SPP 15 Employee notified in writing of acceptance or rejection of SPP
May, 2010	15 Employee submits supporting documentation of SPP to supervising President, Vice Chancellor, or Chancellor 25 Supervising administrator forwards approved SPP's to Chancellor or designee for review 25 Supervising administrator informs employee in writing of acceptance or rejection of documentation for the SPP
June, 2010	5 Deadline for appeals of rejected SPP's to the Chancellor or his designee 15 Chancellor or designee informs employee of the approval or rejection of the SPP in writing
July, 2010	Steps awarded in first pay period of new fiscal year. SPP process resumes for new fiscal year and may include activities accomplished between May 15, 2009 and June 30, 2010.

*Note: New hire administrative employees have 30 days from their date of hire to submit a plan for a step increase. Corresponding approval timelines are adjusted accordingly to the new hire date.

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