

## **Appendix E: Non-Exempt Staff Step Progression Plan and Criteria**

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Effective July 1, 2005  
Revised effective July 1, 2008

### **STATEMENT OF PURPOSE:**

Non-exempt staff step progression (i.e., Professional Goals Plan) will focus on employee development to meet individual and organizational needs in support of the College mission.

As employees pursue and attain professional growth, significant benefits also accrue to the College in the form of increased transfer of knowledge, skills, and abilities, higher productivity, improved satisfaction and retention. Step advancement within a salary grade is one way for the College to formally recognize, encourage and reward contributing employee gains through monetary increases.

The Step Progression Plan is established by the employee for their own professional growth and development and as such, time spent on achievement, other than to attend College sponsored professional development training, shall be on the employee's own time. Employees may, with the approval of their immediate supervisor, adjust their work schedules to permit time to take College credit courses during normal working hours, so long as the 40-hour work week is observed.

The Employee Step Progression Committee established the following tests that step criteria should meet. Criteria for step advancement should be:

- Achievable; realistic (can be obtained in a reasonable amount of time)
- Attainable (equal opportunity to obtain)
- Verifiable (documented)
- Distinguishable between one person and another
- Incremental (new since last assessment)
- Cumulative (achievements toward a step can carry over to future year(s) until step is received)
- Relevant to job or College career
- Significant work, requiring effort by employee
- An additional contribution (not recurring effort such as repeating college coursework)

### **CRITERIA FOR STEP ADVANCEMENT**

A) Threshold test – To be eligible, the full-time regular non-exempt employee must meet the following criteria at time of the final Plan review:

- Not subject to a Performance Improvement Plan or a Disciplinary action
- A regular employee (not on initial probation)

- Perform satisfactorily (no current documented performance problems or an annual performance evaluation overall rating of ‘Needs Development’)

B) Step advance criteria - The committee identified multiple ways in which an employee could attain professional growth and established criteria for equivalency of effort for each of the identified criteria. Criteria previously accepted for step advancement in an employee’s Professional Goal Plan cannot be resubmitted in future plans.

The following criteria for step advancement as stated below equate to 75 contact (clock) hours or reflect a corresponding amount of effort above standard performance.

OPTION A: Any combination of the following criteria 1-8 can be used to equate to completion of 75 contact hours.

1. Completion of 5-credit hours of college-level course work from an accredited college or university with a grade of C or better (education should be related to the job or other employment at the College). Courses must be related to job performance and/or career path. Fitness and wellness classes will not apply unless it is clearly demonstrated that they are directly related to the professional duties of the employee’s current classification with Pima Community College, OR
2. Completion of 75 contact hours of professional development courses sponsored by Pima Community College, OR
3. Completion of 7.5 C.E.U (Continuing Education Units) or 75 contact hours attending professional conferences, seminars or workshops or other similar training that acknowledges clock hours (education should be related to the job or other employment at the College), OR
4. 75 contact hours spent designing and presenting in-house PCC professional development training sessions, OR
5. 75 contact hours spent (measured by clock hours) on a Chancellor sanctioned, College-wide standing committee, task force, working group, or selection advisory committee for regular appointments (not as a representative of an employee group), OR
6. Attainment of a technical or professional certification or license issued by a state or nationally recognized agency, professional organization or other similar entity (separate and unrelated to work in category 1 – 3 above), (technical or professional certification or license should be related to the job or other employment at the College and equivalent effort of 75 contact hours), OR
7. 75 contact hours spent in a college required or approved cross-training assignment in different position, other than the employee’s regular position, for which no additional compensation is received, OR

8. 75 hours of voluntary community service work (secular activity) performed outside of the job (i.e., not performed while on paid College time other than district wide activities approved by the Chief Human Resources Officer) for a recognized public or non-profit agency that aligns with the position or individual's career goals, or which supports the College's Plan.

**OPTION B:**

Completion of an Individual Enrichment Plan equivalent to 75 clock hours. The plan should encompass activities, apart from the employee's regular assigned tasks, which will benefit the organization and increase the efficiency and effectiveness of services, functions and/or service areas relevant to the employee's current job classification. The activities chosen by the employee must be measurable, substantiated in a report and with supervisor agreement as to the relevance, documented showing proof of completion. Failure of the employee and supervisor to reach agreement on an Individual Enrichment Plan is not grievable.

**OPTION C:**

A combination of Option A and Option B equivalent to 75 clock hours.

**PROCESS:**

Process is designed to utilize technology as much as possible. For ease of access by the employee, the Professional Goals Plan (PGP) form will be available on-line. If feasible, completed Professional Goals Plan (PGP) forms will be submitted electronically for committee review and action.

**COMPOSITION OF STEP PROGRESSION COMMITTEE:**

The Step Progression Committee composition will remain: two members from Human Resources, one member from Finance, one non-employee group affiliated member and two AFSCME members.

**PLAN DEVELOPMENT:**

1. Employee completes Professional Goals Plan (PGP) identifying the specific objectives and/or activities to be accomplished, after June 1, 2009. The PGP time period for Fiscal Year 2009-2010 will be from June 2, 2009 to June 1, 2010. Employee may complete his/her PGP at any time during this period of time.
2. Employee submits PGP to supervisor for review.
3. Supervisor meets with employee to discuss Professional Goals related to the job, or other employment at the College.

4. Supervisor verifies Professional Goal objectives have been discussed with employee (Option A). Supervisor approval is required for Individual Enrichment Plan activities (Option B). All time spent in the completion of the Individual Enrichment Plan must be performed during College work-time with prior approval by the supervisor. The Supervisor submits form to administrator (i.e., Assistant Vice Chancellor, Dean, Vice Chancellor or President) for signature approval within 10 working days, with or without comments.
5. Administrator reviews employee's Professional Goals and indicates agreement or disagreement with each goal identified by the employee (explain why disagree). Administrator indicated satisfactory performance (i.e., no documented performance issues in effect).
6. Administrator signs and submits PGP to Human Resources within 10 working days.
7. Human Resources reviews PGP submittals for completeness and tracks submittals to disposition.

**PLAN REVIEW:**

1. The Step Progression Committee will meet periodically throughout the fiscal year to review PGPs and to ensure activities and objectives in the plan satisfy the requirements for step advancement (both at the initial and final review stages).
2. At the end of each review meeting, the Step Progression Committee will recommend to the Chief Human Resources Officer the names of employees with PGPs that will meet, and will not meet, requirements for step advancement.
3. Upon approval of Chief Human Resources Officer, Human Resources will notify employee and supervisor on the results of the Step Progression Committee's review. PGPs will be returned to the employee.

**CHANGES TO THE PLAN:**

1. An employee may revise and resubmit his/her PGP to Human Resources for reevaluation of changes by the Step Progression Committee.
2. Human Resources returns the reevaluated form to the employee with notification of the disposition.

**PLAN APPROVAL:**

1. Upon completion of the PGP (plan should be submitted as soon as completed, but may be submitted at any time during the fiscal year no later than June 1), employee submits

supporting documentation to Human Resources. The appropriate school, agency, licensing entity, etc, must issue the supportive documentation.

Employees who have obtained approval of and successfully completed their PGP with supportive documentation no later than June 1 will be eligible to receive one-step advancement effective July 1 of the new fiscal year subject to Board funding and approval (may be applied retroactively).

2. The Human Resources Department transmits a list of employees who have successfully completed their Professional Goals Progression Plans to the Payroll Office for further processing for step advancement.
3. Activities that are not accomplished in one plan year may be carried forward into future year's PGP upon request, on or before June 1, by the employee.
4. While professional and personal growth of all employees is encouraged, employees who are at (or above) the maximum step of the pay grade for their classification, are not eligible for any additional step increases.
5. A non-exempt employee who serves in an acting exempt position and returns to non-exempt status will be granted a step on the non-exempt salary schedule if he or she satisfactorily satisfies either the nonexempt or exempt step criteria plan.
6. The Step Progression Committee will review PGPs and supporting documentation to determine if the criteria for step advancement have been met and will recommend to the Chief Human Resources Officer the names of employees with completed plans. The committee will provide explanation for denial of a PGP to the Chief Human Resources Officer.
7. Upon review by the Chief Human Resources Officer, the employee and supervisor will receive notification of the evaluation results.
8. Employees who have successfully completed their plans must continue to meet the threshold test through the end of the fiscal year in order to be eligible for a step advancement.

## **RECONSIDERATION**

1. If an employee believes his or her initial or completed plan has been inappropriately denied, the employee may request reconsideration from the Chief Human Resources Officer within 30 days of receiving the notice.
2. The Chief Human Resources Officer, whose decision is final in the matter, will provide a written determination to the employee.

## **STEP ADJUSTMENTS – FISCAL YEAR 09/10**

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.

An employee may not accumulate more than one step to be held in abeyance.