Appendix F: Administrator Step Progression Plan and Criteria

Effective July 1, 2014

The Step Progression Plan was suspended by the Board of Governors for FY 2015/2016. There will be no awarding of steps or an increase in salary during FY 2016/2017.

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, and will be reviewed during the 2014/2015 fiscal year.

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 group of administrators (executive directors, academic deans, assistant vice chancellors, vice presidents of instruction, vice presidents of student development, campus vice presidents, 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 2014/2015

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.

Any employee not approved for step advancement will have the opportunity to apply for step advancement the following year.
An Administrator may not accumulate more than one step to be held in abeyance.

Process for Step Advancement

A. Threshold Test – Employee must meet the following to be eligible:
   1. Be a member of the regular, full-time administration
   2. Have served in the current position a minimum of six months
   3. No Performance Improvement Plan or Disciplinary Act has...
occurred during the fiscal year

4. 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 29. 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 29. 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 26. If the Executive Administrator rejects the Plan, he/she will notify the employee in writing by May 26. 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, and/or Campus 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 29 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.