



OPERATING PROTOCOL & PROCEDURE

Details

Number: 201
Title: Administration of Classified Employees
Category: Employees
Responsibility: Human Resources
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Purpose

To establish procedures for the employment administration, salary calculation, and performance evaluation of classified employees.

Applicability

Employees serving in classified positions and their supervisors

Definitions

Classified Employee – An employee subject to the State of Colorado, Department of Personnel and Administration (DPA) Board Rules and Director’s Administrative Procedures.

Position Description Questionnaire (PDQ) – The “job description” for a classified position

Reallocation/Reclassification – A change in classification of a position based on substantial and permanent changes to the current job description.

State Classified Position – A position that does not meet Constitutional or statutory exemption from the State of Colorado, Department of Personnel and Administration (DPA) Board Rules and Director’s Administrative Procedures.

State Personnel Rules – A common term for the State of Colorado, Department of Personnel and Administration (DPA) Board Rules and Director’s Administrative Procedures.

Ultimus – The PCC workflow software for the processing of various administrative procedures.

References

Colorado State Personnel Board Rules and Director's Administrative Procedures
(<https://spb.colorado.gov/board-rules>)

State Board Policy 3-10, Administration of Personnel
(<https://cccs.edu/policies-and-procedures/board-policies/bp-3-10-administration-of-personnel/>)

PCC Operating Protocol & Procedure 208, Recruitment and Selection Procedures
(<https://pueblocc.edu/cmsinternet/xml/OPP/200/208.pdf>)

Attachments

None

Operating Protocol

Pueblo Community College complies with the State of Colorado, State Board, and CCCS System requirements for the administration, salary calculation, and performance evaluation of its classified employees.

Procedure

Administration of Classified Positions

Classified positions are determined by HR in accordance with State Personnel Rules when a new non-faculty position is created or when a staff position undergoes substantial and permanent changes to the essential functions of the job.

Determination of classified or exempted staff positions are based on the essential functions in the job description and not upon the skills, education or experience of the individual in the position.

When the job duties of a classified position require reallocation/reclassification review:

- The supervisor updates the PQR based on changes to job duties and submits in Ultimus.
- Once approved, HR sends the PQR to the System Office for review and classification determination.
- The System Office notifies HR of the outcome of the review.
- HR notifies the supervisor of the results:
 - Sustainment – no action is needed except formal notice to the employee.
 - Downward allocation – layoff provisions apply in accordance with State Personnel Rules; the President may ask for duties to be added to sustain the position at its current level to avoid layoff.

- Upward allocation – the President authorizes the upward allocation or may assign for duties to be removed to sustain the position at its current level.
- If upward allocation is authorized:
 - The position must be announced to classified employees, applications are received, and the selection process is enacted.
 - If no applications are received except for the current employee, the employee is appointed to the position.
 - If there are two to six applicants (including the current employee), the supervisor interviews the applicants and selects one to fill the position.
 - If more than six people apply, a competitive process (test or applicant review and rating) is conducted to determine the top six for interview.
- Once a selection is made, salary determinations are conducted:
 - For a new hire, salary determination procedures are found on PCC OP-P 208 Recruitment and Selection Procedures.
 - For a current employee, if the current salary is below the range of the salary for the new or reclassified position, the employee is moved to at least the range minimum of the new classification effective the next payroll unless budget considerations delay the increase until the next fiscal year (July 1). If the employee's current salary is within the range of the salary for the new position, no raise is mandated or required. However, a base salary increase of up to 5% may be requested in writing by the supervisor to the President, based on budget availability. At no time may base salary exceed the range maximum. If a salary increase is approved, the supervisor submits the Employee Status Change Form in Ultimus to enact the change.

Salary of Classified Positions

Classified employee salary is determined in accordance with Department of Personnel and Administration (DPA) rules and the State Compensation Plan.

Salary is typically set at the minimum of the salary range unless DPA rules require otherwise or there are extenuating circumstances that warrant a higher rate. The supervisor may request a higher rate with justification in writing to the Vice President of Human Resources for review and approval by the President.

Performance Evaluation of Classified Employees

The Classified Performance Management Program is established under State Personnel Rules.

HR maintains the procedures and forms required for classified employee performance management.

Classified employee performance dispute processes are delineated by the program rules and available on the PCC Portal.