



## OPERATING PROTOCOL & PROCEDURE

### **Details**

Number: 202  
Title: Administration of APT Employees  
Category: Employees  
Responsibility: Human Resources  
Approval Date: 5/29/15  
Effective Date: 5/29/15  
Revised: 12/20/18; 5/1/23

### **Purpose**

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

### **Applicability**

Employees serving in APT positions and their supervisors

### **Definitions**

**APT** – An Administrative/Professional/Technical employee exempted from the State of Colorado, Department of Personnel and Administration (DPA) Board Rules and Director's Administrative Procedures; also referred to as a non-classified employee.

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

**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/>)

State Board Policy 3-31, Evaluation of Job Performance

(<https://cccs.edu/policies-and-procedures/board-policies/bp-3-31-evaluation-of-job-performance/>)

State Board Policy 3-45, Administrative and Professional/Technical Salary Plan

(<https://cccs.edu/policies-and-procedures/board-policies/bp-3-45-administrative-and-professionaltechnical-salary-plan/>)

State Board Policy 3-60, Employee Benefits and Leave

(<https://cccs.edu/policies-and-procedures/board-policies/bp-3-60-employee-benefits/>)

System Procedure 3-31a, Evaluation of Administrators and Professional/Technical Job Performance

(<https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-3-31a-evaluation-of-administrators-and-professionaltechnical-staff-job-performance/>)

System Procedure 3-45, Administrative and Professional/Technical Salary Plan

(<https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-3-45-administrativeprofessional-technical-salary-plan/>)

System Procedure 3-60a, Employee Benefits

(<https://cccs.edu/policies-and-procedures/sp-3-60a-employee-benefits/>)

System Procedure 3-60b, Employee Leave

(<https://cccs.edu/policies-and-procedures/sp-3-60b-employee-leave/>)

PCC Operating Protocol & Procedure 205, Temporary Positions

(<https://pueblocc.edu/cmsinternet/xml/OPP/200/205.pdf>)

PCC Operating Protocol & Procedure 208, Recruitment and Selection Procedures

(<https://pueblocc.edu/cmsinternet/xml/OPP/200/208.pdf>)

### **Attachments/Related Forms or Documents**

None

### **Operating Protocol**

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

## **Procedure**

### **Administration of APT Positions**

Regular APT positions are normally filled at 1.0 FTE (40 hours per week, 2080 hours per year, subject to time off provided by leave, sick, and college closure provisions). Individuals in these positions are eligible for benefits and leave if working at 0.75 FTE or higher per State Board Policy 3-60, Employee Benefits and Leave.

Grant and auxiliary positions are classified in accordance with State Board Policy 3-10, Administration of Personnel.

Temporary positions hired directly by PCC (also known as hourly APT positions or non-student hourly positions) shall not be filled for more than 12-months and not scheduled to work more than 28 hours per week. Individuals in these positions do not receive insurance benefits or leave time unless otherwise provided by Colorado statute.

Employment of an hourly APT employee must be terminated if the employee has not been paid for 120 days. HR provides notice to the supervisor at 90 days of non-payment in the event employment must be maintained. If employment is to be ended, the supervisor must submit the termination notice in Ultimus before 120 days is reached.

Once terminated, a new Request to Hire must be submitted in Ultimus for the individual to be rehired and a new background check must be conducted if more than 1 year has elapsed since the previous background check was completed.

Provisions for hiring a temporary employee from an employment agency are found in PCC OP-P 205, Temporary Positions.

### **Salary Calculation of APT Positions**

APT employees, regardless of their funding source, are compensated in accordance with the PCC salary structure appropriate to the employee classification, position, and associated pay range. Grant and auxiliary positions are not given “premium” or additional compensation due to the funding source.

Employees promoted to a position in a classification with a higher range minimum or who are reclassified in their current position are moved to the range minimum of the new classification. If their current salary is within the salary range of the new classification, then a base salary increase of up to 5% may be requested, subject to budget availability. Base salary may not exceed the range maximum of a position.

Employees transferred laterally to a position in the same classification or with the same pay range minimum as their current position may retain their current rate of pay subject to budget

availability. The supervisor may offer a lesser salary if budget is not available. Pay increases for lateral transfers are not authorized.

Any changes to salary calculation methods must be submitted to the Vice President of Human Resources for review by Shared Governance and the Cabinet and approval by the President before being enacted.

### **Annual Salary Increases for APT Employees**

Salary increases for all APT employees, regardless of their funding source, is based on pay range minimums as determined by the Colorado Community College System (CCCS) and merit in accordance with BP 3-45, SP 3-45, and the APT Salary Compensation formula. This formula may be changed each year in accordance with changes implemented to the evaluation form, Board Policy, System Procedure, and the amount of available funding. Changes to the formula are communicated to the affected personnel by HR.

There is no differentiation with increases based on funding source.

Salary increases are based on merit, are prorated based on the percent of appointment, and are effective on July 1 unless otherwise directed by State or Board provision.

Salary increase steps are:

- An APT employee whose salary is below the pay range minimum as set by CCCS effective July 1 have their salary moved to the pay range minimum before any other adjustment is applied.
- Annual performance ratings are collected and recorded by HR.
- An employee hired after the end of the evaluation cycle is not eligible for an annual merit increase that year.
- When funding is available, employees receive an annual base-building salary increase commensurate with the rating as determined by the APT Salary Compensation Formula. This formula is reviewed each year for necessary changes and if necessary, approved by Cabinet and communicated to APT employees.
- HR notifies each employee of their new salary through the annual salary notification letter distributed each July.
- The APT Compensation Formula for annual increases establishes that:
  - An APT employee receiving a Needs Improvement on the annual evaluation is ineligible for a merit increase that year.
  - An APT employee receiving a Commendable or above on their annual evaluation receives a salary increase in accordance with the APT Salary Compensation Formula, prorated base on percent of appointment.

## Performance Evaluation of APT Employees

The performance management process is a jointly-used tool for the supervisor and the employee to define performance expectations, establish performance goals, and assess the employee's performance. It is also designed to identify weaknesses in an employee's job performance or workplace conduct or to identify excellence in job performance.

Nothing in this section modifies the "at-will" status of APT employees.

### *Planning Phase*

- By April 30 annually, the supervisor and employee meet to:
  - Review the employee's job description for accuracy and send revisions, if any, to HR.
  - Based on the core competencies for all employees and the job duties outlined in the employee's job description, jointly establish the performance expectations, evaluation metrics, and performance goals for the coming evaluation cycle.
- The supervisor may provide planning comments that are necessary to properly document evaluation criteria or planning discussions.
- The supervisor and employee each sign the planning form, the employee is provided a copy, and the supervisor retains the original for reference during the evaluation cycle.
- This phase may be conducted concurrently with the Year-End Evaluation Phase.

### *Progress Review*

- The supervisor provides ongoing and timely feedback to the employee throughout the evaluation cycle, addressing performance highlights and/or deficiencies, identifying barriers to goal progress, and developing corrective actions as necessary to ensure optimal performance by the employee.
- The supervisor and employee may agree to modify an employee's goals during the evaluation cycle if progress cannot be made on them due to no fault of the employee.
- If the supervisor deems job performance or workplace conduct is unsatisfactory at any time, the supervisor and employee meet to reaffirm performance expectations, identify shortcomings, and develop a plan for improvement. The supervisor documents this meeting **in writing** via letter or email to the employee.
- The supervisor may conduct a mid-year review to discuss performance and goal progress and to make modifications as needed to the performance plan. The supervisor and employee sign the performance plan and the employee is provided a copy.
- If assigning an Unacceptable or Needs Improvement rating in any category, the supervisor documents on the evaluation form prior meetings with the employee to discuss performance deficiencies.

### Year-End Evaluation

- Before April 30, the supervisor and employee meet to discuss final performance ratings. The supervisor may request a self-evaluation from the employee as part of the review process.
- Following this meeting and considering employee input, the supervisor may elect to change any rating.
- The supervisor records the justification of the overall rating and any topics covered with the employee on the evaluation form.
- Once the final evaluation is complete, the employee and supervisor sign the document.
- The employee may request a copy of the evaluation and may add remarks to the evaluation in the space provided or submit a written statement directly to HR for attachment to the evaluation.
- The next level supervisor signs the evaluation and forwards to HR.

### Special Considerations

- An employee who receives an overall rating of Unacceptable or Needs Improvement may be terminated.
- An employee transferring to a new position within the college receives a final evaluation for the position they are vacating.
- An employee hired prior to the end of the evaluation cycle receives a performance rating. If employed for less than 90 days, the supervisor rates the employee as Commendable and notes on the evaluation the limited period of observation. However, if the supervisor has noted in writing a performance deficiency during the first 90 days, the employee can be rated as Needs Improvement.
- A supervisor who leaves during the performance cycle provides a written assessment of each employee's performance that the replacing supervisor may use to prepare the final evaluation.
- An employee who resigns from the college receives a final evaluation from their supervisor provided the employee provides at least a 2-week notice.