



## Red Rocks Community College Human Resources Operational Guideline

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**Category:** College Personnel

**Title:** Administrator and Technical-Professional Pay for Performance Plan

**Number:** RRCC HROG 3-45

**Approved:** 03/01/14

**Effective:** 07/01/14

**Revised:** 5/1/23

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**Reference:** BP 3-31 Evaluation of Job Performance

BP 3-45 Administrative/Professional Technical (APT) Salary Plan

**Purpose:** The Red Rocks Community College (RRCC) Administrator/Professional-Technical (APT) Compensation plan aligns with CCCS Board policy, which is to provide the highest quality of instruction and services and that all components of the System be managed with efficiency and integrity. The compensation plan integrates performance excellence with goal alignment so as to promote quality across RRCC.

**Scope:** This procedure applies to all regularly appointed, benefits eligible Professional-Technical and Administrator employees.

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### Definitions:

**Base Salaries:** Sum of APT salaries, excluding vacant positions and departing employee's salaries. If a position is encumbered at any time during the third quarter of the fiscal year, and remains active and encumbered thru May 31 of the same year, that salary will be considered in the sum of APT salaries.

If a position is encumbered by a new employee between January 1-March 31 of a plan year, the new employee will receive a rating of Commendable per the ATP performance plan. Any other rating will require justification by the affected supervisor and vice-president.



Employees who commence a new position during the fourth quarter of a fiscal year will not be eligible for any merit raise, nor will their salary be included in the ATP salary pool.

Salary Pool Increase: Percentage that the APT base salaries are funded to increase in a fiscal year, as determined by Red Rocks Community College.

Funding Pool: Total amount of dollars allocated by RRCC APT salary increases. This amount is determined by multiplying the sum of base salaries by the salary pool increase percentage.

Special Scenarios: There are unique scenarios that occur through the course of a performance year. They are addressed as follows: 1) If an employee moves from Classified or Faculty classification to APT during the performance plan year, the Position performance ranking for the position in which the employee occupied for the Majority of the plan year (50% + 1 day) will be used to calculate any merit raise. 2) If an APT Employee receives a promotion at any time during the performance plan year, the merit increase will be calculated based on the date of the promotion. If the promotion occurs during the fourth quarter of the fiscal year, the employee will not be eligible for the merit raise, and the pre-promotion salary will be used in the funding pool calculation.

**Compensation:** The RRCC APT Compensation plan provides for annual compensation increases for those employees that receive the rating of Commendable or higher as defined in SP 3-45. The APT Salary Pool, base-building salary increases, and non-base building salary increases adhere to those guidelines set forth in SP 3-45.

RRCC understands the inimitable value that quality employees bring to the field of higher education and how this translates to both student and employee success. As a result of this knowledge, the primary objectives of the APT Compensation plan are as follows:

- To reward commendable and exemplary APT employees at a level deserving of such efforts by clearly connecting rewards to performance.
- Retain key talent by rewarding high levels of compensation to high performing APT employees.
- Reduce compression issues between new employees and more senior APT employees.
- Maintain internal equity among current APT employees while ensuring external competitiveness and legal compliance.
- Provide for simple administration and ease of understanding for all parties involved.
- The APT Salary pool will be distributed as follows:



- **Needs Improvement:** no Performance Award.
- **Commendable:** 75% of funding pool. Pool distribution divided by base salaries of employees receiving the commendable rating. Funding pool distribution divided by the number of employees receiving an overall rating of commendable.
- **Exemplary:** 75% of funding pool plus 25% of funding pool, distributed in the same manner as above.

**Procedures:** The performance evaluation period will begin on April 1 of each year and end on March 31 of the following year. In order for an employee to be eligible for a merit increase in a performance year they must be hired in a full-time, benefits eligible position by January 31 in the performance evaluation cycle.

**Key Dates in the Performance Planning Cycle:**

**April 1:** Begin date of a performance planning cycle. Within the first month of the performance cycle the supervisor should meet with all employees whom they supervise to collaborate on annual professional and personal goals. In this discussion, the supervisor and employee should discuss individual, departmental, and college goals, and align these with the employee's performance plan.

**October:** The employee and supervisor are required to hold their mid-year performance management conversation. This conversation should review the employee's progress toward the agreed upon goals set for the performance year.

**March:** During the first two weeks of April, supervisors and employees should hold their end-of-year performance management conversation with the employee receiving their final performance evaluation rating.

**Link:** [APT Performance Management Document](#)

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