



Operating Protocol & Procedure

Details:

Number: 217
Title: Annual Salary Increases for APT Employees
Category: Employees
Office of Primary Responsibility: Human Resources
Approval Date: 4/28/14
Effective Date: 4/28/14
Revised: 8/31/15

Purpose:

To define the guidelines for determining annual salary increases for APT employees

Applicability:

Employees and hiring managers

Definitions:

APT – Administrative/Professional/Technical Employee
SBCCOE – State Board for Community Colleges and Occupational Education

References:

SBCCOE Board Policy 3-45 ([Administrative and Professional/Technical Salary Plan](#))
Colorado Community College System President Procedure 3-45 ([Administrative/Professional Technical Salary Plan](#))

Attachments:

A. APT Salary Compensation Formula

Operating Protocol:

Salary increases for all APT employees, regardless of their funding source, will be based on pay range minimums as determined by the CCCS System Office and merit in accordance with BP 3-45 and 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 President Procedure, and amount of available funding. Changes to the formula will be communicated to the affected personnel by the Human Resources

Office. There will be no differentiation because of funding source and all employees will receive salary increases based on merit. Annual increases will be prorated based on the percent of appointment. Annual salary increases will be effective on July 1 and reflected in the July 31 payroll.

Procedure:

1. Any APT employee whose salary is below the pay range minimum as set by the CCCS System Office, effective each July 1, will have their salary moved to the pay range minimum before any other adjustment is applied.
2. Annual performance ratings will be collected and recorded by the Human Resources Office.
 - a. Annual increases are based on performance. No one hired after the end of the evaluation cycle will be eligible for an annual merit increase for that year.
3. When funding is available, employees will receive an annual base-building salary increase commensurate with the rating as determined by the APT Salary Compensation Formula. This formula will be reviewed each year for necessary changes and if changes are required, they will be approved by Cabinet and communicated to the APT Employees.
4. Human Resources will notify each employee of their new salary through the annual salary notification letter distributed by July 1.
5. The APT Compensation Formula for annual increases will adhere to the following guidelines:
 - a. Any APT employee receiving a Needs Improvement on the annual evaluation will be ineligible for a merit increase for that year.
 - b. Any APT employee receiving a Commendable or above on their annual evaluation will receive a salary increase in accordance with the APT Salary Compensation Formula, pro-rated based on percent of appointment.