

**COLORADO COMMUNITY COLLEGE SYSTEM**  
**SYSTEM PRESIDENT'S PROCEDURES**

**ADMINISTRATIVE/PROFESSIONAL TECHNICAL SALARY PLAN**

SP 3-45

EFFECTIVE: May 13, 1999  
RETITLED: September 14, 2000  
RETITLED: August 25, 2001

REFERENCE: BP 3-45

APPROVED:

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S/ Dorothy Horrell, System President

Application

This policy applies to exempt administrators, contract professional staff, and technical and professional education staff employed by state system community colleges and system office staff.

Basis

This policy requires the system president to establish system guidelines for the distribution of annual salary adjustments.

Procedure:

1. Performance Planning and Evaluation
  - a. Each college and the system office shall develop and implement a performance planning and evaluation plan which shall include at least two rating levels above "meets expectations", i.e.: -
    - i. unsatisfactory
    - ii. meets expectations
    - iii. exceeds expectations
    - iv. meritorious
  - b. All performance evaluations shall be conducted annually in written form and shall include:
    - i. The extent to which the employee accomplished established objectives for the evaluation period.
    - ii. Information on the extent to which the employee exhibited or failed to exhibit one or more of the following, or other relevant characteristics:
      - adaptability, flexibility, creativity
      - leadership

- problem analysis, decision making
- planning, organizing and coordinating
- initiative exercised
- accomplishment of college goals
- ability to communicate/interact with others
- ability to delegate effectively
- other characteristics related to job

## 2. Annual Salary Increases

Each college shall develop procedures for awarding annual salary increases to administrators, contract professional staff, and technical and professional employees. The following guidelines shall apply for such plans.

1. No more than 40% of the total salary pool may be awarded as an inflationary increase to base salary to those individuals who have performed at a level of "meets expectations" or above.
2. Not less than 60% of the total salary pool must be awarded based on performance. The amount of individual increases will be determined by the size of the pool and the level of performance. The increase may be awarded as base building and/or non-base building. The difference in the amount of individual awards for those in "meets expectations", "exceeds expectations" and "meritorious" must be sufficient to adequately recognize the different levels of performance.
3. Those who perform at a level less than "meets expectations" will not be eligible for any salary increase.
4. All plans must be submitted to the system office for approval no later than January 1, 2000. The plan must be implemented no later than July 1, 2000 (i.e.: first payout no later than July 1, 2001).