

Name:	305.01 E Salary Advancement Process
Effective:	02/08/05
Supersedes:	06/04

GENERAL GUIDELINES FOR REQUESTING GRADE ADVANCEMENT ON E SALARY SCHEDULES, LEVELS 1-5

1. Employee makes a written request for salary grade advancement to immediate supervisor at least by October 1 prior to requested implementation, e.g. October 1, 2004, for salary advancement in 2005-2006.
2. Immediate supervisor reviews for eligibility (number of years in grade, evaluations, etc.) Eligibility information may be obtained from the Director of Administration and Personnel.
3. Employee completes advancement packet. A complete packet consists of:
 - written letter of request to the President;
 - letter of recommendation by immediate supervisor;
 - completed Professional Development Plan for Support Staff;
 - written verification from the Director of Administration and Personnel documenting years in grade; and
 - completed E Salary Advancement Form.

The Plan **must** include three elements:

- *Addition to the position of higher order compensable factors, including but not limited to addition to the position of increased supervisory responsibility.* In other words, the basic philosophy regarding E salary schedule moves is that the job is being changed in some way, not only that the person in the position is becoming more competent at doing the same job.
- *Attainment of appropriate education and/or professional development which is job related and increases the individual's knowledge or skills germane to the position, resulting in the individual becoming more valuable in helping the organization to meet stated goals or objectives.*
- *Attainment of increased technical competence through certification, licensing, or training, which is job related and which expands the ability of the individual to perform critical job functions.*

This should be done in an organized, coherent manner. Employee should not expect immediate supervisor, personnel director, or president to figure it out. In addition, employee must take into consideration the level of professional development activities. Professional activities include workshops, seminars, institutes, and other professional or technical activities, which enhance and/or directly improve the employees skills directly related to duties. These activities must be beyond the expected in-service activities.

4. Employee and supervisor review packet for advancement.

5. Employee meets with Director of Administration and Personnel to verify completeness of packet.
6. Immediate supervisor sends application to the President.
7. President, employee, immediate supervisor, and personnel director meet to review professional development plan -- employee is responsible for making a case for how this plan includes the requirements of the written Professional Development Plan (PDP). It may be useful to note the decisions that have been made by the Department of Postsecondary Education regarding the use of in-service activities for faculty professional development.
8. Employee is given feedback to strengthen plan.
9. Employee pursues professional development, etc.
10. April-May, information that employee is considering an advancement request is included in budget planning.
11. By June 1, employee reviews plan and either requests advancement for the coming academic year or notifies the President and supervisor that he/she wishes to continue to work on plan for another year.
12. President considers request for advancement using input from immediate supervisor, personnel director, and employee. This may include another opportunity for the employee to make his/her case by discussing the professional development opportunities of the previous 1-3 years and how they have contributed to the employee's development and the addition to the position of higher order compensable factors.
13. Request is approved or denied.

PROFESSIONAL DEVELOPMENT PLAN FOR SUPPORT STAFF

Jefferson Davis Community College

Name:

Position Title:

Salary Schedule E Level:

Grade:

Current Educational Level:

Discipline/Field of Study:

Current Certification/Licensing:

ACTIVITIES FOR PROFESSIONAL DEVELOPMENT INCLUDE:

1. Goals for higher educational level/certification/licensing/endorsement/courses

List:

2. Additional work experience

List:

3. Workshops/seminars/conferences

List:

4. In-service or other training (including local and state professional development)

List:

5. Service on college committees/additional college responsibilities

List:

6. Improvement activities resulting from evaluation (Attach copy of most recent evaluation.)

List:

7. Other relevant activities (including supervisory responsibilities, organizational and facilitation responsibilities, job complexity)

List:

Employee Signature: _____ **Date:** _____

Reviewed By: _____ **Date:** _____
(Immediate Supervisor)

Approved By: _____ **Date:** _____
(Appropriate Dean/Director)

Approved By: _____ **Date:** _____
(President)

E SALARY ADVANCEMENT FORM
 (Compensable factors for each level follow this form.)

A. Compensable Factor: Knowledge and Skills

Job Duties Previously or Currently Held	Job Duties Added	Professional Development Activities Completed and/or Planned

B. Compensable Factor: Responsibility for Assets, People, Programs

Job Duties Currently Held	Job Duties Added	Professional Development Activities Completed and/or Planned

C. Compensable Factor: Complexity

Job Duties Currently Held	Job Duties Added	Professional Development Activities Completed and/or Planned

D. Compensable Factor: Supervisory Responsibility

Job Duties Currently Held	Job Duties Added	Professional Development Activities Completed and/or Planned

E. Compensable Factor: Coordination, Organization and Facilitation

Job Duties Currently Held	Job Duties Added	Professional Development Activities Completed and/or Planned

COMPENSABLE FACTORS

Level 1: (E1 and E2)

These factors apply to Schedule E1 and E2 personnel, i.e., Assistant Directors, Assistants (Executive and Administrative), and Coordinators who answer to Presidents, Vice Presidents, and Deans. They also apply to Supervisors, Assistant Supervisors, and College Nurse.

KNOWLEDGE AND SKILLS

1. Higher order : (E1)

Knowledge of a wide variety of principles and techniques of a specialized area or working knowledge of a professional discipline in order to apply the concepts, methods, and procedures to practice situations, and sufficient comprehension to detect and correct complex problems.

Or

Mastery of the principles and practices of a trade or craft.

Or

Ability to create work, methods or services that require a high level of originality to create a variation of an existing form, perhaps integrating several disciplines.

2. Lesser Order: (E2)

Ability to comprehend complex instructions or information; ability to apply knowledge of a specialized subject matter in the work environment,

And either

In-depth knowledge of a body of rules, procedures, methods, or operations to apply to a variety of situations.

Or

Skills in operating and/or maintaining very complex equipment involving trade, craft, or technical methods and procedures where extensive experience or training is necessary.

Or

Ability to create work, methods or services that require a moderate degree of originality to create a variation of an existing form using knowledge of a discipline.

RESPONSIBILITY FOR ASSETS, PEOPLE, PROGRAMS E1 & E2

Work product or service affects a wide range of college activities or the development of major aspects of college programs, such as the college curricula, admissions, or budget

Or

Responsibility for managing a function, program, or service within the institution.

Or

Responsibility for the social, physical, and/or economic well-being of individuals, including individual assessment of human needs, as in counseling or classroom teaching.

Or

Responsibility for development of policies, procedures, rules and regulations that affect the management of general assets within the institution.

COMPLEXITY

1. Higher Order: (E1)

The work consists of a broad range of activities necessary to perform advanced work in a professional field or to manage a program.

Information must be obtained through intensive and multifaceted analysis; alternative requires careful assessment of abstract and factual matters to determine their probable effects.

Work involves new designs or major areas of uncertainty to approach, methodology, interpretation or evaluation resulting from such factors as continual change in program or technological requirements and unknown phenomena.

2. Lesser Order: (E2)

The work consists of professional activities which are unusual or non-standard, and information must be developed through specialized methods or analysis, or unclear interrelationships among data or situations must be ascertained. [Alternatives require assessment and interpretation of abstract matters such as ideas, issues, concerns, and points of view, as well as factual matters.]

SUPERVISORY RESPONSIBILITY: (E1 or E2)

Assigns, directs, and evaluates the work of other employees in the same work unit. Effectively decides on a majority of the following personnel decisions discipline, work direction, and performance evaluation.

COORDINATION, ORGANIZATION AND FACILITATION: (E1 and E2)

Considerable responsibility for coordination, organization and/or facilitation of own work and that of others (peers, supervisors and their peers). Work product is dependent upon employee's ability to integrate and use information from several sources, e.g., in developing and maintaining filing system, prioritizing the workload of an office, arranging large meetings. There is the frequent responsibility to respond to multiple demands that compete for time.

COMPENSABLE FACTORS

Level II: (E2 and E3)

These factors apply to Schedule E2 and E3 personnel; i.e., Assistant Directors, Assistants (Executive and Administrative), and Coordinators who answer to Deans or C1 level positions. They also apply to Accountants, Purchasing Agents, Analysts, Programmers, and Supervisors or Assistant Supervisors.

A. KNOWLEDGE AND SKILLS (E2 & E3)

Ability to comprehend complex instructions or information; ability to apply knowledge of a specialized subject matter in the work environment

And either

In-depth knowledge of a body of rules, procedures, methods, or operations to apply to a variety of situations.

Or

Skills in operating and/or maintaining very complex equipment involving trade, craft, or technical methods and procedures where extensive experience or training is necessary.

Or

Ability to create work, methods and services that require a moderate degree of originality to create a variation of an existing form using knowledge of a discipline.

B. RESPONSIBILITY FOR ASSETS, PEOPLE, PROGRAMS

1. Higher Order (E2)

Work product or service affects a wide range of college activities or the development of major aspects of college programs, such as the college curricula, admissions or budget.

Or

Responsibility for managing a function, program, or service within the institution

Or

Responsibility for the social, physical, and/or economic well being of individuals, including individual assessment of human needs, as in counseling or classroom teaching.

Or

Responsibility for development of policies, procedures, rules and regulations that affect the management of general assets within the institution.

2. Lesser Order: (E3)

Work product or service affects the design or operation of a system or program.

Through

Responsibility for the social, physical, and/or economic well-being of others outside own work unit which involves timeliness and quality of services, but does not involve in-depth

and long-term services such as individual assessment of needs and development of a program.

Or

Responsibility for managing a small function, program, or service, or a portion of a larger program within the college.

Or

Responsibility for materials, equipment, or financial resources that have a direct impact on a large body of individuals.

C. COMPLEXITY

1. Higher Order: (E2)

The work consists of professional activities which are unusual or non-standard, and information must be developed through specialized methods or analysis, or unclear interrelationships among data or situations must be ascertained. [Alternatives require assessment and interpretation of abstract matters such as ideas, issues, concerns, and points of view, as well as factual matters.]

2. Lesser Order: (E3)

The work consists of varied activities within a technical or paraprofessional field. Information is obtained through investigation, or research and tests, which require initiative and judgment. Work involves analysis to decide what needs to be done and planning to organize the work; and it involves assessment of a variety of concrete or abstract matters or situations.

D. SUPERVISORY RESPONSIBILITY

1. Higher Order: (E2)

Assigns, directs and evaluates the work of other employees in the same work unit. Effectively decides on a majority of the following personnel decisions: discipline, work direction, and performance evaluation.

2. Lesser Order: (E3)

Acts officially as a lead worker who directs the work activities of others. May participate in personnel decision, but is not the decision maker.

Or

Supervises volunteers who perform the work of the unit.

E. COORDINATION, ORGANIZATION AND FACILITATION (E2 & E3)

Considerable responsibility for coordination, organization and/or facilitation of own work and that of others (peers, supervisors and their peers). Work product is dependent upon employee's ability to integrate and use information from several sources, e.g., in developing and maintaining filing system, prioritizing the workload of an office, arranging large meetings. There is the frequent responsibility to respond to multiple demands that compete for time.

COMPENSABLE FACTORS
Level III: (E3, E4, E5)

These factors apply to Schedule E3, E4, and E5 personnel, i.e., Assistant Directors, Assistants, Coordinators and Secretaries. They also apply to Managers, Superintendents, Transcript Evaluators, Treasurers, Cashiers, Assistant Accountants, Mechanics, Technicians, Specialists, Operators, Supervisors or Assistant Supervisors.

A. KNOWLEDGE AND SKILLS (E3, E4, & E5)

Ability to comprehend multiple instructions,
And either

Ability to read, write originally, demonstrate basic mathematical skills, and use correct grammar; knowledge of a body of rules, regulations or operations requiring considerable training and experience to apply to a variety of standard situations.

Or

Skills in operating and/or maintaining complex equipment involving a trade or craft, or technical methods and procedures for which considerable training or experience is necessary.

B. RESPONSIBILITY FOR ASSETS, PEOPLE, PROGRAMS

1. Higher order: (E3 & E4)

Work product or service affects the design or operation of a system or program.

Through

Responsibility for the social, physical, and/or economic well-being of others outside own work unit which involves timeliness and quality of services, but does not involve in-depth and long-term services such as individual assessment of needs and development of a program.

Or

Responsibility for managing a small function, program, or service, or a portion of a large program within the institution.

Or

Responsibility for materials, equipment or financial resources that have a direct impact on a large body of individuals.

2. Lesser order: (E5)

The work affects the accuracy, reliability, or acceptability of work of others

Through

Responsibility for the processing and safekeeping of confidential information or materials such as student or personnel records, invoice, or accounts.

Or

Responsibility for managing a project or minor service within the institution.

Or

Responsibility for the maintenance of college property such as equipment, furniture, food supplies, or other college assets such as computer data or software.

C. COMPLEXITY

1. Higher order: (E3 & E4)

The work consists of varied activities within a technical or paraprofessional field. Information is obtained through investigation or research and tests, which require initiative and judgment. Work involves analysis to decide what needs to be done and planning to organize the work, and it involves assessment of a variety of concrete or abstract matters or situations.

2. Lesser order: (E5)

The work consists of related procedures and information that is obtained by close examination or by referring to readily available sources. Choices involve recognizing apparent differences in situations, data, or factual information and learned or well-defined solutions to problems within clearly recognizable patterns.

D. SUPERVISORY RESPONSIBILITY

1. Higher order: (E3 & E4)

Acts officially as a lead worker who directs the work activities of others. May participate in personnel decisions, but is not the decision maker.

Or

Supervises volunteers who perform the work of the unit.

2. Lesser order: (E5)

Occasionally helps or instructs workers less senior, but has no official responsibility for their work product. May act as team leader but exercises no personnel authority.

E. COORDINATION, ORGANIZATION AND FACILITATION

1. Higher order: (E3 & E4)

Considerable responsibility for coordination, organization and/or facilitation of own work and that of others (peers, supervisors, and their peers). Work product is dependent upon employee's ability to integrate and use information from several sources, e.g., in developing and maintaining filing system, prioritizing the workload of an office, arranging large meetings. There is the frequent responsibility to respond to multiple demands that compete for time.

2. Lesser order: (E5)

Moderate responsibility for coordination, organization and/or facilitation of own work product and that of others (peers, supervisors, not subordinate), e.g., maintaining large filing systems, scheduling meetings, appointments for supervisor, prioritizing work for distribution to peers, or support work for two or more professionals.

COMPENSABLE FACTORS

Level IV: (E5 and E6)

These factors apply to Schedule E5 and E6 personnel, i.e., Clerks, Printers, Specialists, Interpreters, and Operators.

A. KNOWLEDGE AND SKILLS

1. Higher order: (E5)

Ability to comprehend multiple instructions,

And either

Ability to read, write originally, demonstrate basic mathematical skills, and use correct grammar, knowledge of a body of rules, regulations, policies or operations requiring considerable training and experience to apply to a variety of standard situations.

Or

Skills in operating and/or maintaining complex equipment involving a trade or craft, or technical methods and procedures for which considerable training or experience is necessary.

2. Lower order: (E6)

Ability to read, write, perform simple arithmetic, and carry out simple functions independently.

And either

Knowledge of a body of rules, regulations, policies, or operations requiring moderate training (e.g., less than eight weeks) and experience to apply to standard situations.

Or

Skills in operating moderately complex equipment requiring significant on-the-job training (e.g., greater than eight weeks) to develop proficiency of operation.

B. RESPONSIBILITY FOR ASSETS, PEOPLE, PROGRAM (E5, E6)

The work affects the accuracy, reliability, or acceptability of work of others

Through

Responsibility for the processing and safekeeping of confidential information or materials such as student or personnel records, invoices, or accounts.

Or

Responsibility for managing a project or minor service within the institution.

Or

Responsibility for the maintenance of college property such as equipment, furniture, food supplies, or other college assets such as computer data or software.

B. COMPLEXITY

Higher order: (E5 & E6)

The work consists of related procedures and information that is obtained by close examination or by referring to readily available sources. Choices involve recognizing apparent differences in situations, data, or factual information and learned or well-defined solutions to problems within clearly recognizable patterns.

C. SUPERVISORY RESPONSIBILITY

Higher order: (E5)

Occasionally helps or instructs workers less senior, but has no official responsibility for their work product. May act as team leader but exercises no personnel authority.

Lesser order: (E6)

No supervisory responsibility.

D. COORDINATION, ORGANIZATION AND FACILITATION

1. Higher order: (E5)

Considerable responsibility for coordination, organization, and/or facilitation of own work and that of others (peers, supervisors, and their peers). Work product is dependent upon employee's ability to integrate and use information from several sources, e.g., in developing and maintaining filing system, prioritizing the workload of an office, arranging large meetings. There is the frequent responsibility to respond to multiple demands that compete for time.

2. Lesser order: (E6)

Responsibility for coordination, organization, facilitation, and prioritization of own work product only.

COMPENSABLE FACTORS

LEVEL V; (E6 and E7)

These factors apply to Schedule E6 and E7 personnel who are Receptionists, Custodians, Instructional Technicians, and those who may be titled “employee” as per the uniform job titles descriptions.

A. KNOWLEDGE AND SKILLS

1. Higher order: (E6)

Ability to read, write, perform simple arithmetic, and carry out simple functions independently.

And either

Knowledge of a body of rules, regulations, policies or operations requiring moderate training (e.g., less than eight weeks) and experience to apply to standard situations

Or

Skills in operating moderately complex equipment requiring significant on-the-job training (e.g., greater than eight weeks) to develop proficiency of operation.

2. Lesser order: (E7)

Ability to comprehend and carry out simple instructions within a standardized work routine

And

Skills necessary to operate simple machinery requiring less than three days of indoctrination.

And

Basic literacy (reading, some writing).

B. RESPONSIBILITY FOR ASSETS, PEOPLE, PROGRAMS

1. Higher order: (E6)

The work affects the accuracy, reliability, or acceptability of work of others.

Through

Responsibility for the processing and safekeeping of confidential information or materials such as student or personnel records, invoices, or accounts.

Or

Responsibility for managing a project or minor service within the institution.

Or

Responsibility for the maintenance of college property such as equipment, furniture, food supplies, or other college assets such as computer data or software.

2. Lesser order: (E7)

Work product or service facilitates the work of others with little impact beyond the timely provision of service to others within the same work unit. There is minimum responsibility for equipment or materials. There is little impact beyond own work product or service.

C. COMPLEXITY

1. Higher order: (E6)

The work consists of related procedures and information that is obtained by close examination or by referring to readily available sources. Choices involve recognizing apparent differences in situations, data, or factual information and learned or well-defined solutions to problems within clearly recognizable patterns.

2. Lesser order: (E7)

The work consists of tasks that are clear cut and directly related; actions required are obvious and may be determined by routine observation.

D. SUPERVISORY RESPONSIBILITY (E6 & E7)

No supervisory responsibility.

E. COORDINATION, ORGANIZATION AND FACILITATION

1. Higher order: (E6)

Responsibility for coordination, organization, facilitation, and prioritization of own work product only.

2. Lesser order: (E7)

Minimal responsibility for coordination, organization, or facilitation of work product or service.