
SUBJECT: STAFF ADVANCEMENT

1.0 PURPOSE

- 1.1. Snow College recognizes that when employees are intentional about their growth and performance, they become more valuable in their position over time. It is the intention of the college to reward employees for this additional value.
 - 1.1.1. The college does not intend to reward employees simply for staying in a position over time.
- 1.2. This policy sets forth the conditions under which employees will be rewarded after showing strong performance over time.

2.0 DEFINITIONS

- 2.1. **ADVANCEMENT** – An opportunity for an employee to demonstrate growth within a single position and receive additional compensation because of that growth.
- 2.2. **EXECUTIVE EMPLOYEE** – Employees who report directly to the President, represent the highest level of decision making for their area of responsibility, and serve on the President’s top council (Cabinet). Executive Employees are at-will.
- 2.3. **ADMINISTRATIVE EMPLOYEE** – A non-executive employee who oversees a large or significant function. An Administrative Employee usually reports directly to an Executive Employee. Administrative Employees are functionally a “Regular Staff Member” and have the same benefits, privileges, responsibilities and grievance rights as a Regular Staff Member unless otherwise specified in the employee’s Memorandum of Understanding that their position is at-will.
- 2.4. **MERIT STATUS** – A status that rewards employees for strong performance over an extended period of time.
- 2.5. **MISCONDUCT** – A serious behavior issue unrelated to job performance. Misconduct may include, but is not limited to Unsatisfactory Conduct, discriminatory behavior, sexual harassment, Abusive Conduct, misappropriation of funds, insubordination, or any criminal activity.
- 2.6. **REGULAR STAFF MEMBER** – As set forth in Policy 318.

3.0 POLICY

- 3.1. **General Policy**
 - 3.1.1. Regular Staff Employees, Administrative Employees, and Executive Employees who show strong performance in their position over time may be eligible for additional pay and benefits as set forth in this policy.

- 3.1.2. Advancement and Merit Status are not rights granted after the requisite years of service. Employees must demonstrate performance in each criterion listed in Section 3.2 to be granted Advancement or Merit Status.
- 3.1.3. Granting Advancement or Merit Status is at the sole discretion of the college.
- 3.1.4. Rescinding Advancement and/or Merit Status is considered an appropriate Level 3 Disciplinary action under Policy 318.
- 3.2. Evaluation Criteria – In evaluating whether an employee should receive Advancement or Merit Status, decision makers will evaluate whether the employee exceeds expectations, meets expectations, or does not meet expectations in each of the following areas:
 - 3.2.1. Spirit of Snow Behaviors (Selfless Effort, Exceeding Expectations, Respect for All, Vigorous Grit and Tenacity, and Empathetic Communication)
 - 3.2.2. Job Performance
 - 3.2.3. Professional Development
 - 3.2.4. Service to the College and Community
- 3.3. Evaluation and Approval Process for In-Line Advancement or Merit Status
 - 3.3.1. The Employee begins the process by submitting an application to Human Resources using the form provided by Human Resources.
 - 3.3.2. HR will notify the immediate supervisor and provide the performance evaluations completed during the evaluation period.
 - 3.3.3. The supervisor will rate the employee on the criteria in Section 3.2 and provide a recommendation as to whether Advancement or Merit Status should be granted.
 - 3.3.3.1. The employee will be given a copy of the recommendation and will be given a chance to respond.
 - 3.3.3.2. The recommendation and response will be added to the application and sent to the supervising Executive Employee for further review.
 - 3.3.4. The supervising Executive Employee will review the application and may choose to interview the employee before making a recommendation as to whether Advancement or Merit Status should be granted.
 - 3.3.4.1. If the supervising Executive Employee does not recommend Advancement or Merit, the process ends. This decision may not be appealed.

- 3.3.5. If recommended, the application will be reviewed by the President's Cabinet and approved or denied by the President. This decision may not be appealed.
 - 3.4. Human Resources will support this process by
 - 3.4.1. Maintaining all applicable forms and infrastructure necessary to facilitate this process.
 - 3.4.2. Training managers and employees on effectively facilitating this process
 - 3.5. If an employee is denied Advancement or Merit Status, they may apply again after one year.
- 4.0 IN-LINE ADVANCEMENT
- 4.1. After an employee has been in a single Regular Staff or Administrative position for at least 5 years they are eligible to apply for Advancement. Section 3.3 of this policy outlines the process for granting Advancement.
 - 4.2. Applications for Advancement are due January 30th of each year.
 - 4.3. Employees who are granted advancement will be eligible for additional compensation as determined by the compensation structure.
 - 4.4. All pay increases related to Advancement will be effective July 1st after the Advancement is approved.
 - 4.5. An employee who is approved for advancement may apply for an additional advancement after an additional 5 years from the date the advancement is granted.
- 5.0 MERIT STATUS
- 5.1. After serving as a high-performing Regular Staff Member or Administrative Employee for 7 years or more, an employee may be granted Merit Status.
 - 5.2. An employee who achieves Merit Status will qualify for the following benefits:
 - 5.2.1. Eligibility to apply for Special Leave with Pay under Policy 347.
 - 5.2.2. Retreat rights
 - 5.2.2.1. If a Regular Staff Member achieves Merit Status and is subsequently hired as a tenure track faculty member, they will be offered a Regular Staff or Temporary Staff position in the event they are not renewed or granted tenure if:
 - 5.2.2.1.1. A position exists for which the employee is qualified. The College is under no obligation to create such a position.

- 5.2.2.1.2. The employee is not being disciplined for Misconduct.
- 5.2.2.2. No employee will be terminated or “bumped” to make room for a retreating employee.
- 5.2.2.3. A retreating employee will be placed on probation for a period of at least 1 year in their new position regardless of whether the probation is required under Policy 323.
- 5.2.3. A hiring manager may, but is not required to, consider merit status when deciding between two or more internal candidates for a promotion opportunity.
- 5.2.4. At the sole discretion of the college, some Supplemental Assignments and Extended Assignments may be reserved for employees who have achieved Merit Status.
- 5.2.5. The college may, at its discretion, attach additional benefits to employees with Merit Status.

6.0 POLICY IMPLEMENTATION:

- 6.1. Employees who meet the requisite service requirements at the time this policy is passed may apply for Merit Status and/or Advancement as part of the following evaluation cycle.