

## **Performance Increase Distribution Plan for Classified Staff**

Wytheville Community College will use a merit pay system to reward those classified employees who receive overall performance evaluation ratings of “contributor” or “extraordinary contributor.” An overall rating of “below contributor” will not qualify for merit pay. The merit system awards higher merit pay to classified employees who earn “extraordinary contributor” evaluation ratings. All classified employees receiving an overall evaluation rating of “contributor” or “extraordinary contributor” will be awarded 90% of the increase authorized by the General Assembly. The remaining 10% authorized by the General Assembly will be divided equally among the classified employees receiving an overall evaluation rating of “extraordinary contributor.”

Example: The General Assembly authorizes a 3% increase for classified employees. There are 46 classified employees with a salary average of \$28,500. Of the 46 employees, 1 employee receives an overall evaluation of “below contributor”, 35 employees receive overall evaluations of “contributor”, and 10 employees receive overall evaluations of “extraordinary contributor.” The pool of money available for increases would be \$38,640.  $46 \times \$28,500 \times 3\% = \$38,640$

The 1 employee evaluated “below contributor” would not receive a pay increase. The 35 employees evaluated at the rating of “contributor” would receive a 2.7% pay increase. The 10 employees evaluated at the “extraordinary contributor” rating would receive the 2.7% increase plus would share equally the remaining \$3,800 from the available pool of money.

$$\begin{aligned} \$38,640 \times 90\% &= \$34,200 \\ \$38,640 - \$34,200 &= \$3,800 \\ \$3,800/10 &= \$380.00 \end{aligned}$$

### ***Procedure for WCC Board Evaluation of President***

The purpose of the presidential evaluation is the improvement of performance, both individual and institutional.

The objectives of a presidential evaluation are:

1. To provide the individual president with a formal statement on the adequacy of the president’s performance based on pre-determined measures;
2. To provide the college board and the Chancellor with an appropriate mechanism for setting and monitoring progress toward attaining specified goals/objectives;
3. To provide the State Board with an appropriate mechanism for assuring the evaluation of management personnel; and
4. To identify serious problems that may require special attention.

The president shall be evaluated annually. The annual evaluation shall be prepared in letter form by the Chancellor. It shall have as its basis, two independent assessments of the president’s accomplishments conducted

separately by the college board and the Chancellor. As a minimum, the evaluation letter shall list each goal/objective followed by a narrative statement detailing the degree of accomplishment.

#### 1. College Board's Evaluation

The evaluation of the president by the college board shall be conducted by an appropriately designated board committee or individual, working in conjunction with the president. The evaluation letter shall be reviewed with the president and shall be signed by the Board Chairman and by the president and submitted to the Chancellor no later than May 1.

#### 2. Chancellor's Evaluation

The Chancellor shall prepare an evaluation of the president and shall review the evaluation with the president no later than June 15. Following their review of the evaluation, both the president and Chancellor shall sign the evaluation letter.

Copies of the Chancellor's final evaluation of the president and the goals and objectives for the upcoming year shall be directed by the Chancellor to the president, the Chairman of the College Board and the president's personnel file.

### **Promotion Policies**

#### Promotion

All WCC faculty, both nine and twelve month, will be considered for promotion on the basis of the Virginia Community College System's normal minimum criteria for each faculty rank. (Appendix D & E - VCCS 29) Sound fiscal management of the State Budget must be taken into consideration when determining the number of eligible faculty members who can be recommended for promotion.

It is important to remember that eligibility for promotion does mean that an immediate supervisor should or would automatically recommend a faculty member for that distinction. The following WCC guidelines are to be used to first determine if a faculty member can be promoted. The appropriate Division Dean and the Vice President of Instruction and Student Development and finally the President will review and act on any recommendation that may result from such determination.

In those years where reasonable budget management does not permit promotion of all faculty members who are eligible according to the normal minimum criteria requirements, the following guidelines will be employed:

1. No faculty member will be recommended for promotion unless he/she will have completed a minimum of three full appointment years in his/her present rank by the termination date of his/her current appointment.
2. For all faculty members who fulfill Guideline A, the total number of full appointment years for which each has met the VCCS normal minimum criteria will determine his/her rank order priority. The faculty member