IN-CLASS ADVANCEMENT (STAFF)

I. Definition

The In-Class Advancement process (ICA) for Professional and Administrative Support Staff and Associate Support Staff is an opportunity to recognize employees for their performance and service to the institution, profession, and community.

The College encourages all staff members to pursue in-class advancement and firmly believes the system:

- Encourages the development of excellence in job behavior, skill mastery and performance;
- Encourages professional development;
- Encourages service to the college, profession, and community; and
- Rewards staff members for outstanding job performance and service to the college.

Staff members begin employment with the College at Level I. Each staff member has the ability to apply for ICA two (2) times while in their current position classification: Level II and Level III.

II. Eligibility and Method for Applying for ICA

Staff members must meet certain eligibility requirements to apply for In-class advancement. To apply for advancement to the next level, staff members must have a minimum of five (5) years in their current position classification and a defined number of continuing education credits or hours.

The ICA application process and requirements can be found in the applicable handbooks located on the HR Share Point Site or in the Human Resources Office.

III. Salary for Approved Advancement

Staff members who are approved for ICA advancement will receive a 5% increase to their base salary. The salary increase will be effective at the beginning of the next fiscal year following approval.

IV. Transfers or Promotions

Staff members who move from one position classification to a different classification, regardless if the move is voluntary or involuntary, will begin at Level 1. Staff members who are transferred or promoted to another position but within the same classification will remain at the same level at the time of transfer. For additional information on transfers, see Policy 03.03.007, “Transfers.”