

SUPPORT STAFF CLASSIFICATIONS

The following are the five classifications that constitute the Support Staff of Allegany College.

- Class "A"
- Class "B"
- Class "C"
- Class "D"
- Class "E"

All positions are classified according to the position description which details the general and specific responsibilities for the position and the skills needed to perform the job. (The position or job description is developed by the position's supervisor and then reviewed and approved by the appropriate Dean and/or Vice-President and the President).

Approved job descriptions for new positions are forwarded to the Personnel Office for review and analysis at which point the position will be assigned a classification based on the results of a classification process which includes a questionnaire and evaluation by an algorithmic analysis. This information is then forwarded to the President for his review and approval.

The factors used by the Personnel Coordinator in classifying a support staff position have varying degrees of magnitude and are defined quantitatively so as to minimize bias in interpretation. The list below represents some of the factors used in determining the classification of a position.

- the nature/type of the work involved in the position;
- the skill or special knowledge needed to perform the position;
- the level/degree of education necessary for the position;
- the level/degree of experience (job-related) necessary for the position;
- the level/degree of responsibility and autonomy inherent in the position;
- working conditions;
- physical effort and
- the reporting level of the position within the organization.

Examples of positions that would ordinarily fall into the specific classifications "A" to "E" are listed below. Please note that positions are classified based on the skills and responsibilities required in the position.

Positions classified as "A" are generally parking attendants, switchboard attendants, game room attendant, fitness center technicians, security guards, and gardeners.

Positions classified as "B" are generally custodians, cafeteria attendants, inventory clerks, bookstore and office assistants, evening registration assistants, data entry clerks and multi-media assistants.

Positions classified as "C" are generally faculty secretaries, child care attendants, computer lab

assistants, mail room clerks, CE registration assistants, print shop assistant technicians and vending.

Positions classified as "D" are generally day and night shift custodian supervisors, graphic designer assistants, office managers, student services positions, and library positions.

Positions classified as "E" are generally physical plant technicians, child care and food service managers, payroll positions, administrative assistants to dean and vice-presidents, registrar positions.

SALARY DETERMINATION

Each classification has three levels of salary. Movement from Level I to Level II for all five of the classifications requires an average or above evaluation, and the recommendation of your supervisor. Movement to Level III for all five classifications requires average or above evaluation, recommendation from supervisor, and Dean/Vice President. In addition movement to Level III of each classification requires the individual to meet established educational criteria. Listed below is the educational breakdown for each Level III Classification:

PAY CLASSIFICATION

- Class "A" - 1/4 AA (15 credits) or 225 Class Hour Equivalents
- Class "B" - 1/2 AA (30 credits) or 450 Class Hour Equivalents
- Class "C" - AA degree or 900 Class Hour Equivalents
- Class "D" - AA plus 15 credits or 1,125 Class Hour Equivalents
- Class "E" - AA plus 30 credits or 1,350 Class Hour Equivalents

LEVEL I SALARY PLACEMENT:

Employee obtains basic experience to perform tasks.

This level provides the entry salary range for new staff. Individuals are hired on the step in this level associated with years of work related experience accepted at date of hire, and formal education or equivalent beyond high school. Each classification has a maximum amount of years and education that will be accepted as follows:

PAY CLASSIFICATION MAXIMUM YEARS ACCEPTED

- Class "A" - 5 years, two (2) years can be education
- Class "B" - 6 years, three (3) years can be education
- Class "C" - 7 years, three (3) years can be education
- Class "D" - 8 years, four (4) years can be education
- Class "E" - 9 years, four (4) years can be education

New staff must remain on Level I for a minimum of two years before they are eligible for Level II. This requirement also applies to a staff member who is originally placed at the top of the entry level salary range.

LEVEL II SALARY PLACEMENT:

Employee is experienced and competent in all job related tasks.

Requirements for employees to move to Level II are the specific number of years experience required for each classification under Level I, two of which must be at Allegany College of Maryland, evaluation rated at average or better, and a written recommendation from the department head and/or supervisor.

LEVEL III SALARY PLACEMENT:

Employee is very experienced, demonstrates a high level of performance, and is capable of giving advice/direction to job peers in the same or similar jobs.

Requirements for employees to move to Level III are; employee has reached the top of Level II, evaluation of average or better, written recommendation from department head and/or supervisor,

LEVEL III SALARY PLACEMENT:

Written recommendation from the Dean/Vice-President, and the employee must have the formal education or equivalent for the classification he/she is in.

LEVEL III ADDITIONAL INFORMATION:

Level III is compensated at above the market rate for that position therefore, staff who have met the requirements and moved to Level III will be required to obtain annual education/and or training hours to progress in salary steps on that level. Each classification has an annual amount of hours that must be met as follows:

ANNUAL EDUCATION/TRAINING CLASS HOURS REQUIRED

Class "A" - 4 class hours
Class "B" - 8 class hours
Class "C" - 12 class hours
Class "D" - 16 class hours
Class "E" - 20 class hours

Allegany College's Human Resource Task Force plan staff development workshops throughout the year, many of which are eligible for class hour credits.

The following criteria is used to determine equivalent class hours:

1 workshop hour = 1 class hour of instruction
1 credit hour = 15 class hours of instruction
1 CEU = 8 class hours of instruction.

In the event the College does not fund a step increase but adjusts the salary scale steps by a COLA (Cost Of Living Adjustment), or the staff member has accumulated more hours than needed, the staff member will be permitted to carry forward to the next fiscal year a maximum of up to one-year of class hours.

APPLYING FOR VACANT POSITIONS

Vacant Positions Within Department

Staff hired before July 1, 1995 who do not meet the requirements of a vacant position within their department may be transferred to a position of the same classification, or be promoted to a position with a higher classification within their department with supervisor, dean, and vice-president approval.

Staff hired after July 1, 1995 have to meet all qualifications of the advertisement to be considered.

Vacant Positions Outside Department

Staff hired before July 1, 1995 who do not meet the requirements of a position advertised outside of their department may apply for the vacant position if the position advertised is the same classification or lower.

Staff hired after July 1, 1995 have to meet all qualifications of the advertisement to be considered.

APPEAL OF CLASSIFICATION

The President will review requests for position re-classification as submitted. Positions are classified according to the skills, responsibilities, and scope of the job. Any review of a job classification must address these factors. The following procedure will be utilized for such requests:

1. All re-classification requests will go through the appropriate dean or vice-president and then to the President. Such requests should include current job description, new job description, and written justification for re-classification appeal.
2. After reviewing such requests, the President will review the requests with the President's Staff.
3. After consulting with the President's Staff the President will make a decision regarding the request for re-classification. This decision may be based upon additional input from a Personnel Consultant. If such input is necessary, the President will ask the Vice-President of Finance/Personnel to work with the consultant, and to utilize the guidelines for classification that were developed to classify staff July 1, 1995.