**DIFFERENCES AND SIMILARITIES BETWEEN ADMINISTRATOR AND CLASSIFIED STATUS**

|  |  |  |
| --- | --- | --- |
| **TOPICS** | **CLASSIFIED STATUS** |  **ADMINISTRATIVE/EXEMPT STATUS** |
| Laws, Rules & Policies | State Personnel Board (SPB) Rules and Administrative Procedures that cover all aspects of classified service govern classified employees. SPB Rule Ch. 1 | Administrative employees are not governed by SPB Rules, as they are exempt from the classified system. The Handbook for Professional Personnel governs Faculty and Administrative employment. |
| Recruitment and Hiring Practices | Governed by SPB Rules and Administrative Procedures. Applicants must be Colorado residents and only the top three scored candidates may be referred for selection for first vacancy, and one more for each identical vacancy. SPB Rule and Administrative Procedures govern exams. Temporary employment cannot exceed six months in a rolling 12-month period. SPB Rules Ch. 4 | Recruitment and hiring practices are governed by Metropolitan State University of Denver’s (MSU Denver) laws, rules, policies and procedures. Applicants are not required to be Colorado residents, and temporary employment may exceed six months. |
| Compensation | Compensation is based on legislation referred to as the “Long Bill.” The concept of “Pay for Performance” is legislatively mandated. SPB Rules and Administrative Procedures govern pay adjustments. | MSU Denver Board of Trustees governs compensation for Faculty and Administrators, including salary increases and benefit contribution rates. |
| Employment relationship | Certification is earned after 12 months of satisfactory performance. Certified employees have retention rights defined by SPB Rules in the event of layoff. Additionally, due process must be followed prior to issuance of any disciplinary action pursuant to SPB Rules. | Administrative employees are considered “at will;” either party may terminate Employment at any time. Administrative employees are not subject to layoff; however each function is reviewed in regard to the University’s Financial Exigency Plan. Personnel actions are subject to state & federal employment laws and MSU Denver policies. |
| Reinstatement/ Transfer | Classified employees may, at the discretion of the appointment authority, reinstate (without exam) to a job in which s/he was formerly certified and either resigned or voluntarily demoted in good standing. If selected by the appointing authority, a classified employee may transfer to another classified position at the same class or same grade maximum for which s/he qualifies.  | Former Administrative employees who left in good standing may be reinstated via a search waiver. Administrators are eligible to apply for any and all announced positions at the University. Reassignments are handled through the Vice President’s Office with the President’s approval. Employees must meet the minimum qualifications for the position. |
| Performance Management | All permanent classified employees must have a performance plan established each year, at least one coaching session held, and an annual performance evaluation rating. There are only three rating levels: Needs Improvement, Successful, and Outstanding. The performance cycle runs from April 1 through March 31 of each year. | Administrative employees must be evaluated each year. A 360 Feedback process and self-evaluation are included in this evaluation process.  |

|  |  |  |
| --- | --- | --- |
| Health-Care Benefits | Please see the 2012 Benefit Plan Comparison  | Please see the 2012 Benefit Plan Comparison |
| Life Insurance Benefits | Please see the 2012 Benefit Plan Comparison | Please see the 2012 Benefit Plan Comparison |
| Disability Insurance | Please see the 2012 Benefit Plan Comparison | Please see the 2012 Benefit Plan Comparison |
| Vision (VSP) | Not available | Available as an optional benefit paid by employee |
| Leave Accrual and UseTemporary employees Do Not accrue leave | Permanent classified employees earn annual leave based on total whole months of state service in or out of the state personnel system excluding temporary appointments.

|  |  |  |
| --- | --- | --- |
| **Service years** | **Accrues** | **Maximum** |
| 1 – 5 | 8 hrs. a mo. | 192 |
| 6-10 | 10 hrs. a mo. | 240 |
| 11-15 | 12 hrs. a mo. | 288 |
| 16 + | 14 hrs. a mo. | 336 |

All certified employees, regardless of service time earn sick leave at 6.66 hours per month, up to a maximum of 360 hours. Full payout for annual leave (not to exceed max balance) at retirement or termination. Sick leave payout at retirement is ¼ of actual balance not to exceed individual max. | Administrative employees are granted 20 days of annual leave on July 1st of each year. Any unused annual leave rolls over each year up to a maximum of 40 daysAll Administrative employees are granted 20 days of sick leave on July 1st of each year. Any unused sick leave does not roll over to the next year.An additional 46 days of short-term disability leave per fiscal year is allowed if the employee provides documentation from a medical doctor that such leave is necessary.Vacation leave equivalent to the current leave balance upon retirement/termination is paid out not to exceed 40 days maximum. |
|  | Sick leave payout at termination – No payout unless eligible for retirement. (Not required to retire.) If eligible, paid ¼ of balance not to exceed maximum. When an employee transfers to Administrative position, unused accrued annual leave transfers. Sick leave balances are retained in the event the employee returns to Classified  | No sick leave payout upon retirement/termination. |
| Other types of Leave | * Bereavement – Up to 40 hrs. at the discretion of the appointing authority.
* Jury Leave – paid for term of the jury duty.
* Military Leave – Up to 15 paid workdays in a fiscal year. Unpaid leave is granted after the exhaustion of the 15-paid workdays up to the maximum allowed by law.
* Administrative Leave – Must be for the good of the state and granted in certain situations per State Personnel Board Rules Ch. 5 and may be granted at the discretion of the University President or Designee in other situations.
* Holiday Leave – Ten paid holidays per the University calendar prorated for part-time employees.
* Victim Protection Leave – Up to 24 hours of unpaid leave (LWOP) per fiscal year for victims of stalking, sexual assault, domestic abuse, or violence.
* On-the-job injury (OJI) Leave – Up to 90 occurrences of paid leave for an employee who suffers an injury or illness compensable under the Workers’ Compensation Act. After OJI, the employee uses make whole to the extent of accrued leave.
* Unpaid Leave – May be approved at the appointing authorities discretion after the exhaustion of applicable paid leave.
* Short Term Disability Leave – Up to six months of unpaid leave for employees with at least one year of service while either state or PERA short-term disability benefit payments are being made.
 | * Bereavement – Up to 5 paid working days at the discretion of the supervisor
* Jury and Court Leave – Paid for the term of the jury duty or when appearing as a witness under subpoena.
* Military Leave – Up to 15 paid days per year. Unpaid leave is granted after the exhaustion of the 15-paid calendar days up to the maximum allowed by law.
* Administrative Leave – May be granted at the discretion of the University President or Designee in certain situations.
* Holiday Leave – Ten holidays per the University calendar prorated for part-time employees.
* On-the-job injury (OJI) Leave – Up to 90 workdays of paid leave for an employee who suffers an injury or illness compensable under the Workers’ Compensation Act.
* Leave with Pay – May be granted for valid reasons for a period not to exceed 12 months. All vacation leave must be exhausted first.

  |
|  |

|  |  |  |
| --- | --- | --- |
| Family Medical Leave | Classified employees with at least one year of service (need not be consecutive) are eligible for up to 13 weeks (520 hrs.) of FML job protection per fiscal year for the following reasons: 1) birth of a child and care of a newborn child; 2) up to one year from birth including the placement and care of a child for adoption/foster care; 3) a serious health condition of a spouse, child or parent; 4) an employee’s own serious health condition; 5) active duty family leave for qualifying exigency directly related to being called to, or on active duty for a contingency operation, or 6) up to 26 weeks (1040 hrs.) in a single 12-month period for military caregiver leave for service member who is seriously ill or injured in the line of duty while on active duty | Administrative employees with at least one year of University service (need not be consecutive) and who have worked at least 1250 hours within the most recent 12 month period are eligible for up to 12 weeks of FML job protection during a rolling 12 month period, measured backward from the date they use FML for the following reasons: 1) the birth of a child and care of a newborn child; 2) up to one year from birth including the placement and care of a child for adoption/foster care; 3) a serious health condition of a spouse, child, or parent; 4) an employee’s own serious health condition; 5) active duty family leave for qualifying exigency directly related to being called to or on active duty for a contingency operation, or 6) up to 26 weeks (1040 hrs.) in a single 12 month period for military caregiver leave for service member who is seriously ill or injured in the line of duty while on active duty.In addition to FML, Administrative employees are entitled to take up to six months of Parental Leave following the birth or adoption of a child. A/E’s can use any accrued sick and vacation leave during this time. Parental leave must be taken within 12 months of the birth or adoption of a child. Parental leave runs concurrently with FML. |
|  |
|  |  |