

Helpful Information and Ideas for Managers
Requesting an In-Range Salary Adjustment for a Staff Position

An In-Range Salary Adjustment is a permanent increase to a staff member's salary within the exiting salary range for the classification and skill level of the position occupied. It is applicable to position classifications represented by the **California State University Employees' Union (CSUEU)**, Units 2, 5, 7, & 9; the **Academic Professionals of California (APC)**, Unit 4; the **State Employees Trades Council (SETC)**, Unit 6; and positions within **Confidential** classifications. It is not applicable to any other bargaining unit or to Management Personnel Plan positions. These increases are funded through departmental/divisional budgets. It is important not to make any commitments to the staff member regarding a salary increase until after the division has authorized the increase and Human Resources has evaluated the request. The following information and ideas are provided to assist managers.

1. Gather Applicable Salary/Position Information:

Contact Human Resources (HR) for consultation and information. Maria Plimpton, Compensation and Classification Manager (mplimpton@fullerton.edu, x2951), can assist you with identifying relevant salary and position history information and provide assistance with understanding applicable bargaining unit agreement requirements and the approval process.

2. Use a Draft Position Description:

If there have been any changes in the on-going position assignments, draft a Position Description (PD) and sent to HR (Maria Plimpton) for review. The Compensation Manager will review the PD and discuss any possible classification and/or salary implications. After this has occurred, share this information with your appropriate divisional management and obtain verbal approval for any position changes. A guide for developing position descriptions is available through Human Resources and on the internet at http://hr.fullerton.edu/classification/PD_Guide.pdf

3. Consult with Appropriate Divisional Management Before Completing the Form:

Discuss the specifics (ex. rationale, salary equity considerations, the recommended increase, and effective date) with appropriate divisional management and obtain verbal consent to proceed before completing the form and attachments and submitting them for written approval/disapproval. Through working with Human Resources and appropriate divisional management, the percentage salary increase effective date can be determined.

After the form is completed and submitted through appropriate management levels, the Vice President/Division Head will indicate approval or denial at the bottom of the form and then submit the form to Human Resources. The form can be obtained from Informed Filler, from the HR Operations web page at: <http://hr.fullerton.edu/forms/HRforms.aspx> and by contacting HR.

4. Staff Initiated Requests:

California State University Employees' Union (CSUEU)

A request for an In-Range Progression review may be submitted by the employee or manager. Employee initiated In-Range Progression requests shall be submitted to the appropriate administrator before being forwarded to Human Resource Services. An employee shall not submit a request for an In-Range Progression prior to twelve (12) months following receipt of a response to any prior In-Range Progression requests. If an administrator has not forwarded the request to Human Resource Services within thirty (30) days, the employee can file the request directly with Human Resource Services. The In-Range Progression review of employee requests shall be completed within ninety (90) days after the request is received in Human Resource Services.

Academic Professionals of California (APC)

An employee may request that their supervisor initiate an In-Range Progression process on their behalf. If the employee has made a request to his or her supervisor 2 or more times in a 12 month period and the supervisor does not initiate an In-Range Progression process on behalf of the employee, the employee may request that Human Resource Services review the merits of Provision 23.14 factors. The request to Human Resource Services shall be in writing, state the dates when the employee made the requests to his or her supervisor, and state the basis under which the employee believes that he or she satisfies Provision 23.14. After Human Resource Services reviews the member's request, it shall take any necessary and appropriate action, which may include initiation of the In-Range Progression request form.

5. Employee Notification and Effective Date

Human Resource Services will notify the employee of the outcome of the request. **If a salary increase is granted, it will be effective the beginning of the pay period following the date the form is received in Human Resource Services. In-Range Progressions shall not be retroactive.**