

CALIFORNIA STATE UNIVERSITY, FULLERTON
In-Range Progression Guidelines

DEFINITION

An In-Range Progression is a permanent salary increase to a staff member's base salary. Such an increase is campus funded from departmental budgets and is made within the existing salary range established for the classification, or within the skill level sub-range for classifications with skill levels.

ELIGIBILITY FOR AN IN-RANGE PROGRESSION

- Employees occupying position classifications represented by the California State University Employees' Union (CSUEU), Units 2, 5, 7, & 9. Request may be employee or management initiated.
- Employees occupying position classifications represented by the Academic Professionals of California (APC), Unit 4. Requests are management initiated.
- Employees occupying position classifications represented by State Employees Trades Council (SETC), Unit 6. Requests are management initiated.
- Employees occupying position classifications represented by Statewide University Police Association (SUPA), Unit 8. Requests are management initiated.
- Employees occupying positions within confidential classifications. Requests are management initiated.

CRITERIA

Salary Equity: Salaries for similar positions at organizations that would normally compete for our employees in the higher education, public, and private sectors. Internal equity considerations are only appropriate when the nature of the work is substantially similar and when factors such as seniority, experience, education and/or professional certifications would not explain salary differentials among comparison cohorts. It is recommended that equity data be requested in advance to minimize circumstances where an IRP must be denied because it is not substantiated by the facts.

Assigned Application of Enhance Skills: Substantive, new skills that are both essential to the position and consistent with the current classification standards. Increased scope and complexity of the work within the current classification. By enhancing skills, the employee takes on additional responsibilities which do not warrant movement of the position into a higher classification/skill level.

Lead Work: New Lead work or new project coordination, where classification standards do not have lead work as a typical responsibility (CSUEU employees only).

Retention: When a current employee receives an offer of employment either from 1) another organizational unit on campus, or 2) an external organization. Retaining the employee is critical to the ongoing operation of the department. Documentation must be provided.

Increased Responsibilities and Skills: Responsibilities have increased, but do not warrant movement of the position into a higher classification/skill level. (This criteria only applies to Units 4 & 8.)

Extraordinary Performance: There must be a current performance evaluation on file, and the employee's overall rating should reflect "Consistently Exceeds Expectations" for CSUEU employees. For APC employees the overall rating must be "Outstanding."

PERCENTAGE OF INCREASE

- **1% - 5%** - Based on acquisition of additional essential duties. CSUEU bargaining unit contract requires a minimum of 3%. Requires Appropriate Administrator's approval.
- **Above 5% - 10%** - Significant/critical organizational changes in duties and/or skills or market competition documentation in legitimate salary offer from a competitor. Requires Appropriate Administrator's and Human Resource Services approval.
- **Above 10%** - Extremely rare. The requesting official must provide a detailed rationale related to the need for such a significant increase. The rationale must outline the organizational necessity, relevant internal comparisons, relevant external comparisons and market data, and a verification of the exceptional skills and abilities of the employee. Requires the Appropriate Administrator, Human Resource Services, and the President's approval.

INITIATING AN IN-RANGE PROGRESSION

The In-Range Progression form can be retrieved from the Human Resources website at: <http://hr.fullerton.edu/classification/>. Scroll down to section C, CSUF Forms, and click on In-Range Request.

Requests for In-Range Progression must include the following:

- Completed In-Range Progression form.
- An updated position description is required if duties and/or responsibilities have changed. The position description must be signed by all appropriate parties prior to submission and included with the request; otherwise, the request will be incomplete and returned.
- An organizational chart may be required by Human Resource Services if needed.

Note: It is highly recommended that an employee must have completed his/her probationary period.

Management Initiated Requests

The immediate management supervisor of a staff member must complete the In-Range Progression request form.

The management supervisor should indicate the recommended salary increase percentage in consultation with the Appropriate Administrator and Human Resource Services.

Appropriate Administrator and Vice President/Division Head will sign at the bottom of the form acknowledging having received the request and forward to Human Resource Services with the appropriate form(s) and/or justification for review and approval.

All requests should be forwarded to Human Resources by Management at any level. (CSUEU requires the review be completed within ninety (90) days after the request is received, in accordance with the CSUEU agreement.)

Note To Managers: It is important that no commitments be made to the staff member regarding a salary increase until after Human Resource Services has evaluated and approved the request. The employee will be notified by HR on the status.

Staff Initiated Requests

A staff member may initiate a request for an In-Range Progression through his/her immediate management supervisor, who will review the request and forward the form as described above under “Management Initiated Requests.”

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.**