CALIFORNIA STATE UNIVERSITY, FULLERTON
In-Range Progression Guidelines
(Instructions)

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.

Note: An In-Range Progression is not a request for a classification review nor does it change the employee’s position (class code or skill level). For a classification review, please refer to HRDI website: http://hr.fullerton.edu/employmentsrvcs/Classifications.asp

GENERAL CONDITIONS:
- An employee must have completed his/her probationary period, and occupy a permanent position.
- An employee must have a current performance evaluation on file with an overall rating of satisfactory or above.
- An employee may be eligible and granted one or more In-Range Progression(s) in a given year if requested by management.
- An employee may be eligible and granted an In-Range Progression once in a twelve (12) month period if employee initiated.

ELIGIBILITY FOR AN IN-RANGE PROGRESSION
- Employees occupying position classifications represented by the California State University Employees’ Union (CSUEU), Units 2, 5, 7, & 9. Requests 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

New Lead Work or Project Coordination: New lead work or new project coordination is given to an employee on an on-going basis by an appropriate administrator, where classification standards do not have lead work or project coordination as a typical responsibility (CSUEU employees only).

Assigned Application of Enhanced Skills: A growth in skills or the development of new skills and abilities required by the position as determined by management and regularly applied by the incumbent. The enhanced new skills and abilities must be consistent with the requirements of the classification and/or applicable skill level. By acquiring these enhanced skills, the employee takes on additional responsibilities which do not warrant movement of the position into a higher classification/skill level. The time spent performing responsibilities resulting from acquisition of the enhanced new skills must be linked to the position’s essential duties and are not isolated, infrequent, non-essential, or temporary duties. (CSUEU employees only)

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. Human Resources will research and assess any equity data to determine if there is an equity concern.

Retention: When a current employee receives an offer of employment either from 1) another organizational unit on campus, or 2) an external organization. It is necessary to describe how retaining the employee is critical to the ongoing operation of the department. Formal documentation must be provided on the organization’s letterhead and signed. (CSUEU and SETC, Unit 6 employees only)

Increased Responsibilities and Skills: Permanent and significant increase in responsibilities that does not warrant movement of the position into a higher classification/skill level. These responsibilities must be reflected in the position description. (Units 4 & 8 employees only)

Out of classification work that does not warrant reclassification: New, higher level, additional out of class duties and responsibilities determined by management and applied by the incumbent that do not warrant movement of the position into a higher classification/skill level. The amount of new duties or the percentage of time spent performing the new duties are not significant enough to warrant reclassification. The out of classification work represents 5% or less of the position duties. These responsibilities must be reflected in the position description. (CSUEU employees only)
CRITERIA (cont.)

**Increased workload:** A permanent increase in duties and responsibilities determined by management as the result of an organizational redesign due to attrition or the permanent loss of a position. The reassignment of duties among existing positions within the organizational unit shall remain within the classification and will not warrant movement of the position into a higher classification/skill level. These responsibilities must be reflected in the position description. (CSUEU employees only)

**Extraordinary Performance:** There must be a current performance evaluation on file, and the employee’s overall rating should reflect “Consistently Exceeds Expectations” for CSUEU and SUPA (Unit 8) employees. For APC employees the overall rating must be “Outstanding.” A performance evaluation that reflects the current evaluations period must be attached to the request at the time of submission.

**Long Term Service:** Ten years or more of full-time, continuous service. There must be a current performance evaluation on file and the employee’s overall rating must reflect “Meets Expectations.” (SETC, Unit 6 employees only)

**Other Salary Related Criteria:** Must identify and submit appropriate justification along with specific examples and supporting documentation. (CSUEU and SETC, Unit 6 employees only)

PERCENTAGE OF INCREASE

All In-Range Progression increases require the approval of Human Resources, the Appropriate Administrator and the Vice President.

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

INITIATING AN IN-RANGE PROGRESSION

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 Resources if needed.

Management Initiated Requests

An employee may be eligible and granted one or more In-Range Progression increases in a given year if requested by management. The rationale for an additional IRP, within a 12-month period, must include a new and appropriate justification for the request. However, a request for an IRP using “extraordinary performance” as criteria may be submitted only once in a given year based on the effective date.

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

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

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 Resources has evaluated and approved the request. The employee will be notified by Human Resources on the status.
**Staff Initiated Requests**

**California State University Employees’ Union (CSUEU)**

An employee may be eligible and granted an In-Range Progression increase once in a twelve (12) month period if employee initiated.

- 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 Resources. 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 request. If an administrator has not forwarded the request to Human Resources within thirty (30) days of receipt, the employee can file the request directly with Human Resources. The In-Range Progression review of employee requests shall be completed within ninety (90) days after the request is received in Human Resources.

**Academic Professionals of California (APC)**

- An employee may request that his/her immediate management supervisor initiate an In-Range Progression request on their behalf. The management supervisor will review the request and forward the form as described under “Management Initiated Requests.”

**Employee Notification and Effective Date**

Human Resources 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 Resources. In-Range Progressions shall not be retroactive.**