



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 gained permanency in his/her current classification at the time of the request.
- 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 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.

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 may be employee or 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

Assigned Application of Enhanced Skill(s)*: 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. If applicable, attach a current certificate of completion substantiating a growth in skills or the development of new skills that is no more than one year old. (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. 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 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.

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 employees. For APC employees the overall rating must be "Outstanding." A permanent annual performance evaluation that reflects the current evaluation period must be attached to the request at the time of submission. Probationary period performance evaluations will not be accepted.

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)

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)

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

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 employees only)

***Position description (PD) required. Changes in job responsibilities must be incorporated in the revised PD submitted.**

Percentage of Increase

In-Range Progression increases require the approval of Human Resources and the Appropriate Administrator; and may require the Vice President's approval.

- **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 rationale 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

An In-Range Progression is initiated through the Classification/Compensation Action Request (CCAR) system and, based on the selected criteria, may require an updated position description and organizational chart.

Note: Action Requests that are incomplete or have incorrect documents attached will be cancelled by Human Resources and will need to be resubmitted.

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 must initiate the In-Range Progression request through the Classification/Compensation Action Request (CCAR) system.

Note to Managers: It is important that no commitments be made to the staff member regarding a salary increase until 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) and Academic Professionals of California (APC) staff ONLY

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 Human Resources through the Classification/Compensation Action Request (CCAR) system. An employee shall not submit a request for an in-range progression prior to twelve (12) months following submission of any prior in-range progression request by the employee. Review of an in-range progression request shall be completed within ninety (90) days.

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.