In-Range Salary Progression for CSUEU (Units 2, 5, 7 & 9), APC (Unit 4), SETC (Unit 6) & Confidential (C99)

**Definition:** An in-range salary progression is a permanent increase to an employee’s base salary within a salary range for a single classification or within a skill level sub-range for a classification with skill levels.

**Criteria:** One or more of the following factors must be present for consideration of an in-range salary progression:

- Substantial growth in skills or development of new skills required by the position as determined by management and regularly applied by the incumbent.
- Market equity comparison of salary for similar positions in the job market (must be based on objective comparative salary data and issues related to recruitment and retention). Internal Pay equity is based upon comparison to like positions within CSUEB, recognizing valid variances due to relative performance, capabilities and experience within a given class or skill level. The pay equity factor is most often related to hiring at an inequitable salary rate due to underestimated position responsibilities or funding issues.
- Permanent and substantive increase in essential duties and responsibilities that still fall within the same classification or skill level (most often related to broader classifications with skill levels defined, such as information technology classifications, where the career level covers a wide range of work from intermediate to senior level assignments).
- Retention of an employee for staying with CSUEB who is in a position critical to the ongoing operations of the campus. Such increase should not normally exceed 10% of annual salary. Normally, the employee should have attained permanent status on campus. (Does not apply to Unit R04)
- Performance where the level of the performance is well beyond that expected of an individual with a given level of experience and knowledge and transcends what could reasonably be expected in such a situation.
- Recognition of new lead work or new project coordination where the classification standards do not specifically list lead work as a typical duty or responsibility. (Does not apply to Unit R04)

The percentage of time that new or increased skills and responsibilities are necessary will be considered to assure that these are required and performed on a regular basis and not on an isolated or infrequent basis.

**Procedure to Submit Request:** If the manager or employee believes that one or more of the above factors are evident, the In-Range Salary Progression Request should be prepared along with a written justification for the request. The written justification must address the reasons for the in-range salary progression increase consistent with the factors indicated above.

- If the rationale is based on increased job responsibilities or job skills, a description of organizational need for the increased responsibilities or skills should be outlined. In
addition, an updated position description, that has been reviewed by the immediate manager and approved by the appropriate administrator, must be attached.

- If the in-range salary progression increase is for an equity adjustment, supporting documentation will generally include only CSUEB salaries, or if appropriate, the history of difficulty in recruiting and/or retaining staff. If applicable, provide documentation of an external competitive employment offer.

Approval Procedures:

1. Initial Supervisor Review: The immediate (non-bargaining unit) manager (MPP) shall review the request. If approved for further consideration, the request shall be forwarded to the appropriate administrator for additional review. If the manager does not agree with or support the request, comments should be noted on the request form, or in a separate memo, and forwarded to the appropriate administrator.

For CSUEU employees: If the manager or administrator has not forwarded the request to Human Resources within thirty (30) days, the employee may file the request directly with Human Resources.

2. Appropriate Administrator Review: The request shall be reviewed by the administrator (MPP) who has budget authority over the position involved. The administrator should consider other departmental employees in similar positions to ensure that increases are applied equitably.
   - The administrator may have an informal meeting with their HR Manager for a preliminary review to assess appropriate classification, internal salary comparisons, organizational equity, external comparisons and market data as applicable.
   - Except for Requests from CSUEU covered positions, the administrator will assure that Department budget funds are available to cover the cost of the action if the request is approved.

3. Human Resources Review: Human Resources, as delegated by the President, will have final approval authority for in-range salary increase requests.
   a) HR will review all supporting documentation and the recommendation of the employee, manager and administrator.
   b) HR will review and respond to all requests within 90 days of effective receipt. The HR date stamp will be used to resolve any disputes regarding the date of receipt.
   c) The employee must have satisfactory performance to be considered. HR will review the most recent performance evaluation and/or other documentation as evidence of performance.
   d) The administrator with budget authority will be notified by the HR Office of the final disposition of the request, including the amount of any salary change. The administrator and/or manager will notify the employee of the decision.
   e) HR will consider salary equity between similar positions on campus as well as the significance of the changes.

Other Provisions:

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1. Generally, an employee will be limited to only one in-range progression request per 12 months, unless substantial changes warrant reconsideration. An employee may not submit a request prior to twelve (12) months following receipt of a response to any prior request.

2. The effective date of an approved in-range salary progression increase will normally be at the beginning of the next pay period following effective receipt of the request by HR. Effective receipt includes the Request Form along with the necessary supporting documentation.

3. Rates for In-Range Salary Progression Adjustments:
   a. In-range increases based upon increased duties and skills are typically between one percent (1%) and five percent (5%). The CSUEU bargaining unit contract requires a minimum of three percent (3%).
   b. Increases between five and ten percent are usually given due to significant and critical organizational changes impacting duties/skills, performance, retention, and documented market competition (typically a legitimate written salary offer from a competitor). Circumstances in individual cases may vary.
   c. Exceptions to the above will be reviewed on a case-by-case basis.