

California State University, East Bay Foundation, Inc.

In-Range Salary Progression Guidelines

Definition

An in-range salary progression is a permanent increase to a base salary within a salary range for a single classification or within a skill sub-range for a classification with skill levels.

Criteria

One or more of the following factors must be demonstrated in writing 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 position in the job market (must be based on objective comparative salary data and issues related to recruitment and retention).
- Pay equity based upon comparison to like position within CSUEB Foundation, recognizing valid variances due to relative performance, capabilities, and experience within a given class or skill level. The pay equity factor is most related to hiring at an inequitable salary rate due to underestimated position responsibilities or funding issues.
- Permanent substantive increase in essential duties and responsibilities that still fall within the same classification or skill level (most often related to broader classification with skill levels defined, such as information technology classifications, where the career level covers a wide range of work form immediate to senior level assignments).

The percentage of time that new or increased skill and responsibilities are required shall be considered, to assure that these are required/performed on a substantial basis and not on an isolated or infrequent basis.

Procedure to submit

If it is determined that one or more of the above factors is evident, the employee or the appropriate supervisor shall prepare a written justification. The written justification shall include:

- a) The reason for the in-range salary progression increase consistent with the factors indicated above.
- b) If the rationale is based on increased job responsibilities or job skills, the organizational necessity for this must be addressed, as well as a detailed description of the increased responsibilities or skills.
- c) An updated position description that is approved by the immediate supervisor and second level supervisor may be required if so determined by Human Resources.
- d) If the in-range salary progression increase is for a salary market equity adjustment, documentation shall include market salary data that justifies the request, the source of this data, and 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 supervisor shall review the request. If approved for further consideration, the request shall be forwarded to the next level manager for review and further consideration.

2. **Next level supervisor** or Principal Investigator: The request shall be reviewed by a P.I. / Next Level Supervisor who has budget authority over the position involved. The Manager must provide assurance that, in addition to evaluating the factors specified for the request, consideration is given to the following:
 - a. Comparison and contrasts to other departmental employees in similar positions, to ensure that increase are applied equitably.
 - b. The P.I. / Next Level Supervisor may request that HR do a preliminary review to assess appropriate classification, internal salary comparisons, organizational equity, external comparisons and market data as applicable. This information shall be considered as part of the final approval process.
 - c. The P.I. / Next Level Supervisor will assure that Department budget funds are available to cover the cost o f the action.

3. **The Foundation HR Manager Review:** The HR Manager will have final Approval of in-range salary progression increase request.
 - a. Request for final approval must include all supporting documentation and the recommendation of the P.I. / Next Level Supervisor.
 - b. The Foundation HR Manager shall first contact the appropriate person(s) with his/her likely recommendation before informing anyone else.
 - c. The P.I. / Next Level Supervisor will be notified by the HR Office of the final disposition of the request.

Other Provisions

1. Generally, an employee will be limited to only one in-range progression request per fiscal year unless substantial changes warrant reconsideration.
2. The employee must have at least satisfactory performance to be considered.
3. The effective date of an approved in-range salary progression increase will normally be at the beginning of the next pay period following receipt of the request by HR with the supporting documentation attached.
4. Rates for In-Range Salary Adjustments:
 - a. In range increase based upon increased duties and skills are typically between 1% and 5%
 - b. Increases from 5% - 10% are usually due to significant and critical organizational changes impacting duties/skills. Or documented market competition (typically a legitimate written salary offer from a competitor) Circumstances in individual cases may vary.
 - c. Request approved above 10% are very rare. Such an increase requires the approval of the appropriate authority.