

CALIFORNIA STATE UNIVERSITY, CHICO
IN-RANGE PROGRESSION POLICY
California State University Employees' Union

DEFINITION

The CSU/CSUEU collective bargaining agreement provides an opportunity for an increase within a salary range (in-range progression) for a single classification or within a sub-range for a classification with skill levels. The minimum increase that can be granted for collective bargaining units 2, 5, 7, and 9 positions is 3%.

The In-range Progression Procedure (IRP procedure) is intended to be a defensible system of evaluation that ensures consistent parameters for justifying in-range progression salary increases.

APPLICATION PROCESS

The accompanying In Range Progression Application Form must be submitted. This form provides an opportunity for the appropriate administrator, a dean, director, or VP to approve the supervisor's request based on the accuracy of the information and budgetary considerations before the application is forwarded to Staff Human Resources.

Staff Human Resources has 90 days from the date of receipt to review the provided materials and make a recommendation to the appropriate vice president. The vice president makes a decision regarding the application, signs the application form and returns it to Staff HR with a copy to the originating department administrator.

CRITERIA

Under Article 20.25 of the CSUEU bargaining agreement **at least one** of the following criteria must be demonstrated to qualify for an IRP:

I. Equity

Salary adjustments to address **internal comparability** on the CSU, Chico campus.

Documentation that provides specific information supporting a request for an equity-based IRP is required for consideration of application

Upon receipt of this documentation, Human Resources will review:

1. Salary information that compares similar positions within the same job classification within the department, within a Vice President's area **and** across the university.
2. Salary information based on salary history, experience, duties, and responsibilities of similar positions within a given classification or skill level.

II. Retention

An increase in salary is considered when an employee has an offer of employment outside the university that pays above his/her current salary.

The following documentation is required to consider application

1. A competitive offer of employment outside the university that pays above his/her current salary
2. Description of the impact upon the University if incumbent left
3. Description of the value the position has to the mission of the University.

III. Assigned Application of Enhanced Skill(s)

Whether or not the skills are newly acquired, the application of enhanced skills is necessitated by a significant, permanent increase in the level of duties or responsibilities that are essential* to the employee's job functions, but not to the extent that a new classification is warranted.

The following documentation is required to consider application

1. Description of skills acquired and/or enhanced
2. Comparison of existing (previous) skill set used and new skill set required
3. Description of the increased level/complexity of the new duties or responsibilities.
4. Relationship of new duties or responsibilities to the enhanced skill
5. Information that demonstrates the essential nature (not incidental to the position) of the new duties or responsibilities to the position.
6. Explanation of the necessity of the new duties or responsibilities to the overall operation of the unit (demonstration of significance).
7. Information that supports the conclusion that the new duties or responsibilities are permanent in nature.

IV. Other Salary Related Criteria determined to be of value to the University (The following has been determined to meet this criterion)

ADDITIONAL essential duties that are DISTINCT from present duties, assigned on a permanent basis.

The following documentation is required to consider application

1. Description of newly assigned duties
2. Explanation of how these duties are distinctive (work of a different nature) from presently assigned duties
3. Information that demonstrates the essential nature (not incidental to the position) of the additional & distinctive duties to the position
4. Information that supports the conclusion that the additional and distinct duties are permanent in nature.
5. Explanation of the necessity of the new duties or responsibilities to the overall operation of the unit.

V. Performance (Provided by Addendum to Collective Bargaining Agreement)

The following documentation is required to consider application

* the term "essential" as used in this document is defined as the fundamental job duties of the employment position the individual holds. Functions are considered essential when (a) the position exists solely to perform that function; (b) a limited number of employees are available among whom the performance of that job function can be distributed; (c) the function is specialized and the individual is hired based on his or her ability to perform it

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1. Copy of current performance evaluation.
2. Specific examples that demonstrate how this employee has significantly contributed to the Department/College/University by meritorious performance.

When providing examples, one can consider:

- a. how the work compares to the quality standards and goals for the employee's position;
- b. whether or not the employee's time is utilized effectively;
- c. the employee's willingness to make suggestions and/or exercise resourceful solutions to problems and tasks; and
- d. the employee's commitment to accomplishing the goals of the department and the university. Limit attachments to one page.

California State University, Chico
In Range Progression Application Form for CSUEU Employees
Units 2, 5, 7, and 9

The supervisor must identify which of the criteria provided by the In-Range Progression Policy applies to the employee's situation. For each criterion used, refer to the campus IRP policy for guidance in completing this application form, including the documentation required.

1. Supervisor completes and signs the application form, provides documentation required by the appropriate sections, and submits it to the Dean or Director for his or her recommendation.
2. The Dean/Director approves or denies the request for the salary increase based on the accuracy of the information provided appropriate to the criteria defined by the In-Range Progression Procedures and upon funding availability. If he or she recommends the review, the materials are forwarded to Staff Human Resources, Zip 010.
3. Staff Human Resources has 90 days from the time they receive the application to review the materials and make their recommendation to the appropriate vice president.

Please print:

Employee's Name: _____

Classification: _____

Supervisor's Name: _____

Department: _____ College or Admin Unit: _____

I. Equity

Describe why you believe the difference between the applicant's salary and that of others in the same classification, with similar responsibilities may rise to the level of inequity for purposes of an IRP. The actual investigation of inequity will require research by Staff Human Resources. Attach the employee's most recent job description. (attach additional pages, if necessary)

II. Retention

Attach documentation of offer of employment outside the university that pays above the employee's current salary.

Describe impact on the university if employee left its employ.

Describe the value of the position to the mission of the university.

III. Assigned Application of Enhanced Skills

Describe the newly acquired or enhanced skills. Supply old and new job descriptions, demonstrating how new skills are applied to new duties and responsibilities.

Describe the complexity of the new duties or responsibilities.

Describe why these new duties are essential to the duties or responsibilities of the position.

Explain the necessity of the new duties or responsibilities to the overall operation of the unit.

Provide information that supports the permanent nature of the new duties or responsibilities.

IV. Additional essential* duties that are distinct from present duties, assigned on a permanent basis.

*Duties are considered essential when (a) the position exists solely to perform that function; (b) a limited number of employees are available among whom the performance of that function can be distributed; (c) the function is specialized and the individual is hired based on his or her ability to perform it.

Describe newly assigned duties. Supply old and new job descriptions, reflecting change(s).

Explain how these duties are distinctive (work of a different nature) from presently assigned duties.

Provide substantiation of the essential nature of the additional and distinctive duties to the position.

Substantiate that the additional and distinct duties are permanent in nature.

Explain how the new duties or responsibilities are necessary to the overall operation of the unit.

V. Performance - Attach copy of current performance evaluation.

Give specific examples that demonstrate how this employee has significantly contributed to the Department/College/University by meritorious performance. When providing examples, one can consider how the work compares to the quality standards and goals for the employee's position; whether or not the employee's time is utilized effectively; the employee's willingness to make suggestions and/or exercise resourceful solutions to problems and tasks; and the employee's commitment to accomplishing the goals of the department and the university. Limit attachments to one page.

This section to be completed by employee's direct supervisor

As the named employee's supervisor, I confirm the accuracy of the information provided and recommend further review for an IRP salary increase.

Supervisor's signature

Date

This section to be completed by Dean/Director

- I support this application for review for an IRP salary increase.
- I disagree with the supervisor's assessment and am returning the application to the supervisor for correction/additional information.
- I cannot forward this request for IRP because the unit's budget cannot support a salary increase.

Director/Dean signature

(Must be signed by a HEERA designated manager)

Date

This section to be completed by Staff Human Resources

SHR has reviewed the materials for the appointing power and has determined that the information submitted meets does not meet the criteria provided by the relevant contract because

SHR Manager's Signature

Print Name

Date

This section to be completed by Vice President

The following represents the final decision on this IRP review:

Approved \$ _____ / _____ % increase Denied

Signature: _____ Date: _____

Please return original application with Vice President's signature to SHR (zip 010), with cc to the originating department administrator.