

CSU-DOMINGUEZ HILLS

HUMAN RESOURCES DEPARTMENT HANDBOOK

OPERATING PROCEDURE

IN-RANGE PROGRESSION REQUESTS FOR UNITS 2, 5, 7, 9, 4, 8 AND CONFIDENTIAL EMPLOYEES

- I. **Purpose:** To create an efficient procedure for the processing of in-range progression requests for employees in the above bargaining units and confidential employees.

- II. **Definition:** *In-range progression* is a specific salary increase provision available for employees covered by the CSEA, SUPA and APC collective bargaining agreement and those in positions designated as Confidential. In-range salary requests may be initiated by the affected employee or the affected MPP. An in-range progression is a permanent increase to a base salary within a salary range for a single classification or within a skill level sub-range for a classification with skill levels. The in-range progression can be used to address a wide range of salary issues including the following:
 - Recognition of a permanent and substantive increase in duties and responsibilities that still fall within the same classification or skill level. This would include new lead work or new project coordination functions given to the employee on an on-going basis. This is especially pertinent to broader classifications with skill levels defined, such as the information technology classifications, where the career range covers a wide range of work from intermediate to senior level positions.
 - Recognition of 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. It is important that the skills and abilities still be consistent with the requirements of the classification and/or applicable skill level. Again, this provision is especially helpful in addressing growth within broader classifications and skill levels.
 - Salary adjustments to address internal comparability within CSUDH. Internal equity is based on comparing job responsibilities and requirements to other positions within CSUDH, but also takes into consideration relative performance, capabilities and experience within a given classification or skill level.

- Salary adjustments to address external comparability issues in relation to the market. External equity is assessed through an analysis of salary survey data and issues related to recruitment and retention.
- Job performance. An in-range progression adjustment may be used to recognize outstanding job performance.
- Unit 4 only: Managers may submit requests based on employee extraordinary performance evaluations.
- Retention: When an employee receives either an internal or external job offer, an In-Range Progression may be used to make a counter-offer.

III. PROCEDURES:

- Either the employee or the employee's manager may request an In-Range Progression.
- The initiator must complete a "Request for In-Range Progression Salary Increase" form and obtain the appropriate signatures before the form is forwarded to Human Resources.
- If the request is submitted by the incumbent, the incumbent must write a statement explaining the rationale for the request, and the manager shall attach a memo indicating whether or not they support the request.
- If the request is submitted by the manager, he/she should write a statement explaining the rationale for the request.
- A revised position description is required for requests based upon increased work assignments, increased work responsibilities, or added responsibilities and duties.
- If the request is based upon additional job training or added skills, these need to be described in the incumbent's or manager's statement.
- An employee must have documented satisfactory performance to be considered for an in-range progression.
- Generally, an employee is only eligible for one such salary increase in a fiscal year.
- If approved, the effective date for an in-range progression will be the first of the month or pay period, following its initial receipt in Human Resources Management.
- All recommendations for in-range progressions must be reviewed with Human Resources to ensure campus-wide consistency and that this approach is the best course of action to address the specific situation.
- Generally, In-Range Progression Increases are between 3% - 5%.
- In all instances, the new salary cannot exceed the maximum for the current classification's salary range.
- Human Resources will prepare an analysis for the In-Range Progression Request based upon the criteria specified on the request form.
- If Human Resources recommend that the In-Range Progression be granted, the analysis is attached to the original request form, and this is forwarded to the appropriate Vice President for a final approval.

- Once the final approval is obtained, Human Resources will prepare the notification letters, and send the appropriate paperwork to the Payroll Office for processing the In-Range Progression increase.

IV. NOTIFICATION PROCEDURE

a. Request Initiated by Employee

When the request is initiated by the employee, the notification memo will be addressed to the employee and copied to the manager, the appropriate HR liaison, and Vice President. The memo will indicate whether the request was approved or denied, and the rationale for this decision. If approved, it will indicate the salary percent increase and the effective date. The memo will come from the AVP of Human Resources (or his/her designee). Whether the request is approved or not, a telephone call will be made to the manager prior to writing the memo to inform him/her of the decision.

b. Request Initiated by Manager

When the request is initiated by the manager, the notification memo will be addressed to the manager and copied to the employee, the appropriate HR liaison, and Vice President. The memo will indicate whether the request was approved or denied, and the rationale for this decision. If approved, it will indicate the salary percent increase and the effective date. The memo will come from the AVP of Human Resources (or his/her designee). Whether the request is approved or not, a telephone call will be made to the manager prior to writing the memo to inform him/her of the decision.

Procedure created: October 4, 2003

Procedure amended: January 9, 2006; May, 2007, July 2007, March 2008, and October 2008

Authority: President and Director of Human Resources and the CSUEU, SUPA and APC collective bargaining agreements.