



HUMAN RESOURCES
MANAGEMENT

IN-RANGE PROGRESSION CRITERIA DEFINITIONS

Assigned Application of New or Enhanced Skills: (CSUEU, and UAPD)

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.

Information must be submitted identifying 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.

Assigned Application of New or Enhanced Skills: (Teamsters)

At the Appropriate Administrator's request, or as part of a pre-approved training plan, the employee has within 12 months of the date of the request:

1. Obtained new or enhanced skills; or
2. Obtained a new license/certification; or
3. Renewed an existing license/certification

AND

4. The new or enhanced skills and/or license/certification is essential to the position and consistent with the current classification standards, and
5. The employee is being assigned work that requires the utilization of the new/enhanced skills and/or license/certification on a regular basis.

A routine renewal of a license/certificate shall not warrant the award of an in-range progression under this provision unless the renewal is done at the request of the appropriate administrator and the employee has not previously received an in-range progression in respect of this license/certificate.

Equity: (CSUEU, APC, TEAMSTERS, UAPD and SUPA)

Equity is generally based on job related factors such as skill, experience, and performance in the same classification and skill level. A salary analysis is conducted to evaluate the competitive market range for the position and classification. A salary analysis is conducted, and compa-ratio calculated.

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1. **Internal Equity:** An in-range progression may be considered where employees within the same classification performing substantially similar work are receiving different rates of pay than other employees on campus. An internal equity analysis will consider job-related factors of an employee compared to other employees within the same classification performing substantially similar work.
 2. **External Equity:** An in-range progression may be considered where market data establishes that individuals employed outside the campus performing substantially similar work are receiving higher salaries than those employed on the campus. An external equity analysis will consider total compensation (base pay + benefits) and job-related factors of an employee as compared to other external employee groups performing substantially similar work.

**Increased Responsibilities and Skills:
(APC and SUPA)**

Considered if there is a 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.

**Increased Workload
(CSUEU and TEAMSTERS)**

Recognition of a permanent and substantive increase in duties and responsibilities that still fall within the same classification or skill level.

**Long Term Service
TEAMSTERS**

Ten (10) years or more of full-time, continuous campus service in the current classification. There must be three preceding performance evaluations on file which reflect an overall rating of "Satisfactory/Meets Expectations" in each. Equity will also be taken into consideration.

**New Lead Work or Project Coordination
(CSUEU and TEAMSTERS)**

Given to an employee on an ongoing basis by an appropriate administrator, where classification standards do not have lead work or project coordination as a typical responsibility.

**Other Salary Related Criteria
(CSUEU)**

Must identify and submit appropriate justification along with specific examples and supporting documentation.

**Out of Classification
(CSUEU and TEAMSTERS)**

Additional duties and/or responsibilities have been added to the position that increase the complexity or scope but do not warrant reclassification. Changes to the job must be substantial and on-going.

The additional duties and/or responsibility or the percentage of time spent performing the additional duties are not significant enough to warrant reclassification. These responsibilities must be reflected in the position description. Temporary work would not warrant a permanent increase in pay.

**Performance/ Extraordinary Performance
CSUEU, APC, SUPA, and TEAMSTERS**

Considered if the employee has worked at a higher performance level for a *sustained period* of time. To validate performance over a sustained period of time for work identified in the position description, we would review the official signed copy of the performance evaluation.

For CSUEU and SUPA (Unit 8) employees there must be a current performance evaluation on file, and the employee's overall rating should reflect "Consistently Exceeds Expectations."

For Teamsters (Unit 6) Considered if the employee has worked at a higher performance level for a *sustained period* of time. To validate performance over a sustained period of time for work identified in the position description, we would review the official signed copy of the performance evaluation.

For APC (Unit 4) 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.

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**Retention:
(CSUEU, TEAMSTERS and UAPD)**

Retention is validated if an employee has received an official job or *bona fide* offer and submitted notice. It is then up to the department to determine if they want to grant the IRP based on retention.
