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In-Range Progression

Employee Initiated Request for an In-Range Progression


24.5 Employee initiated In-Range Progression requests shall be submitted to Human Resources **using information fields contained the form at Appendix X.** An employee shall not submit a request for an in-range progression prior to twelve (12) months ~~following the receipt of a denial of a request for an in-range progression, or prior to 12 months from the effective date of an award of an in-range progression~~ following receipt of a response to any prior in-range progression requests. However, when an employee has been notified in writing that the employee's in-range progression was denied solely due to budgetary or other financial reasons, the employee may submit a new in-range progression application after the start of the next fiscal year.


Manager Initiated Request for an In-Range Progression

24.6 ~~Management~~ **Manager** initiated requests for an in-range progression may cover more than one employee. **Such requests may be initiated by the president, president's designee or an appropriate administrator.**

In-Range Progressions: Factors to be considered

24.7 An increase within a salary range that is not given for merit **pursuant to 24.18 or 24.19** is referred to as an in-range progression. An in-range progression of at least 3% may be awarded when the president, the president's designee, or appropriate administrator determines that an in-range progression should occur. Factors to be considered for granting such progressions shall include but not be limited to:

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a. Long-term service

When considering whether to grant an in-range progression on the basis of (c) Equity, the campus should take into consideration, as one of the factors being considered, the length of service of the employee in the classification. To be considered for a long-term service in-range progression, an employee must have at least 10 years of continuous campus service in the current classification and overall “satisfactory” (or equivalent) performance evaluations in each of the three preceding performance evaluation.

b. Retention

The president, ~~or president’s designee~~ may initiate adjust an employee’s salary via an in-range progression to ~~for an employee to~~ address a retention issue caused by an employee having received a bona fide offer of employment from another employer.

Where the request is based on the employee having received a bona fide offer of employment from another employer, Human Resources shall review the application expeditiously.

c. Equity

(a) 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 as compared to other employees within the same classification performing substantially similar work.

(b) 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 and job related factors of an employee as compared to other external employee groups performing substantially similar work.

In determining whether or not to grant an in-range progression under this provision, campuses may consider whether or not the existence of external market differential in salaries for employees performing substantially similar work is negatively impacting the campus' ability to recruit and retain individuals within the classification.

d. Assigned application of enhanced skill(s)

At ~~management~~ 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

- (i) Obtained new or enhanced skills; or**
- (ii) Obtained a new license/certification; or**
- (iii) Renewed an existing license/certification**

AND

- (iv) The new or enhanced skills and/or license/certification is essential to the position and consistent with the current classification standards, and**
- (v) 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.

e. Performance

To be eligible, the employee must have received a better than overall “satisfactory” (or equivalent) rating in at least three consecutive performance evaluations, and have not received an in-range progression for performance in the prior three years.

f. Out-of-classification work that does not warrant a reclassification

Additional duties and/or responsibilities have been added to the position that increase the complexity or scope but do not warrant a reclassification. Changes to the job must be substantial and on-going and will typically represent at least 20% of the overall position.

g. Increased workload;

h. New lead work or new project coordination functions given to an employee on an on-going basis by an appropriate administrator where the classification standard/series do not specifically list lead work as a typical duty or responsibility. ~~;~~ ~~and,~~

i. ~~Other salary related criteria~~

24.6 ~~A request for an in-range progression review may be submitted by the employee or manager. A management initiated request for an in-range progression may cover more than one employee. Employee initiated in range progression requests shall be submitted to the appropriate administrator before being forwarded to Human Resources. An employee shall not submit~~

~~a request for an in-range progression prior to twelve (12) months following the receipt of a denial of a request for an in-range progression, or prior to 12 months from the effective date of an award of an in-range progression. If an administrator has not forwarded the request to Human Resources within thirty (30) days, the employee can file the request directly with Human Resources.~~

24.X In-range progression review of employee requests shall be completed within ninety (90) days after the request is received in Human Resources. If an employee receives a denial of request for an In-range Progression under this Article, then the campus shall provide the employee with a written reason for the denial.

24.7 Each campus shall develop ~~guidelines and~~ procedures for an in-range progression consistent with this Article. Any changes to campus ~~guidelines and~~ procedures shall be noticed to ~~SETC-United Teamsters Local 2010~~ prior to implementation, and be subject to the meet and confer process where the union subsequently requests to meet and confer over the proposed changes.

[Current contract language of all other provisions, including 24.9 through 24.17, remains unchanged.]