

## **Humboldt State University IN-RANGE PROGRESSION GUIDELINES**

**CSUEU (Units 2, 5, 7, 9), APC (Unit 4), SETC (Unit 6), SUPA (Unit 8) & Confidential (C99)**

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.

This adjustment is provided for in the collective bargaining agreements to address a wide range of salary issues. In-range progressions are also available for confidential employees. The purpose of these guidelines is to ensure a consistent application of the in-range progression process.

In-range progression increases are funded by the requesting department.

### **General Guidelines and Criteria for Bargaining Unit Qualified and Confidential Employees**

- Recognition of a permanent and substantive increase in duties and responsibilities that still fall within the same classification or skill level.
- 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.
  - In both of the above-mentioned situations, the percentage of time that the higher-level skills or responsibilities are required shall be a consideration. Time spent should be significant and not on an isolated or infrequent basis.
- Salary adjustments to address internal equity or to address external comparability issues in relation to the labor market.
- For criteria other than performance, overall performance must be documented at or above satisfactory.

### **Additional Criteria for CSUEU Employees**

- Retention.
- Performance.
- Recognition of 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.

### **Additional Criteria for APC Employees**

- Exemplary performance.

### **Additional Criteria for SUPA Employees**

- Performance.

### **Additional Criteria for Confidential Employees**

- Performance.

### **Increase Amounts for SUPA Employees**

- One salary step or half-step.
  - The new salary cannot exceed the maximum of the salary range.

### **Increase Amounts for all Other Employees**

- Minimum of 3.0% of the employee's base salary.
  - The new salary cannot exceed the maximum of the salary range.

### **Procedure for Requesting In-Range Progressions**

- A supervisor and/or the appropriate administrator, with the support of the appropriate Dean or Director, must submit a written recommendation to Human Resources. It should include a justification related to the above criteria and verification that department budget funds are available. CSUEU Collective Bargaining Agreement Section 20.40(b) addresses employee initiated in-range progressions. These requests shall be submitted to the appropriate administrator before being forwarded to Human Resources.
- An updated position description is required if the justification relates to increased duties and responsibilities.
- Generally, an employee is eligible for one in-range progression salary increase in a fiscal year. Individual Collective Bargaining Agreements have additional information regarding eligibility.
- Requests for an in-range progression can be submitted anytime. The effective date for an in-range progression will normally be the first of the month following its approval.
- Human Resources will review all recommendations for in-range progressions to ensure campus-wide consistency and that this approach is the best course of action to address the specific situation.
- Final approval, based on information provided by the department and Human Resources, will be given by the appropriate Vice President.