

CSUB Foundation

Classification and Skill Level/Assignment Related Salary Adjustments

Salary adjustments often result from changes in appointment or assignment including promotion, reclassification, skill level change, and reassignment resulting in a possible temporary reclassification.

Promotion

A promotion is defined as a change of appointment to a classification or skill level with a higher salary range or sub-range as a result of a recruitment process. A five percent (5%) salary increase or minimum of the salary range of the new classification (whichever is higher) is granted for the promotion. Requests for a salary increase above five percent (5%) (unless necessary to reach the minimum of the new salary range) must be forwarded to the appropriate Vice President. If the Vice President approves the request, it is forwarded to the Director of Human Resources for final consideration and approval.

Reclassification or Skill Level Change

The classification review process is designed to ensure positions are clearly and properly classified in relation to the classification standards. The classification review process may be appropriate to address substantial job duty and responsibility changes, but it is not appropriate to use as a reward system. Other salary increase provisions are available for addressing pay issues and changes in duties and skills within the same classification. The Office of Human Resources can assist managers in making these types of determinations. Duties and responsibilities may be reassigned on a temporary or on-going basis. If the new assignment is to a position that is classified at a higher level than the current assignment, the employee shall generally be granted a five percent (5%) increase for the duration of the temporary assignment. A lateral assignment/reassignment is an employee's movement from one position to another position that is determined to be at the same level, and is generally not compensated. However, if the new position is significantly different and deemed to be broader in scope than the previous position, even though it is in a lateral class, a salary increase might be considered.

The term "reclassification" refers to the movement from one classification to a higher classification and salary encompassing a change in duties. Reclassification of a position to a higher classification usually occurs because the employee has been performing most, if not all, of the duties and responsibilities characteristic of the higher classification. The incumbent must also possess the minimum qualifications (education and experience) described in the classification and qualification standards to be moved into the higher classification. Reclassification changes occur when an employee's position assignments or skills change significantly and, after submission to the Office of Human Resources for classification review, a determination is made by a Human Resources representative or designee that the changes warrant movement into a higher classification. Based upon information gathered in the classification review, equity of campus and/or other CSU salaries for like positions, as well as external salary information the Office of Human Resources will make an assessment as to the appropriate compensation for the reclassification. Please note that employee performance is not a determining factor in the classification process. Reclassification requires a minimum five percent (5%) salary increase or movement to the minimum of the new salary range or skill level sub-range, whichever is higher.

The term "in-classification progression" refers to the movement from one skill level to a higher skill level within the same classification. Some classifications are comprised of different skill levels. In-classification progression is based on an increase in duty and skill requirements that warrant a move to a higher skill level based on the skill level definitions provided in the classification standards. In-classification changes occur when an employee's position assignments or skills change significantly and, after submission to the Office of Human Resources for classification review, a determination is made by the Human Resources representative or designee that the changes warrant movement to a

higher skill level. Based upon information gathered in the classification review, equity of campus and/or other CSU salaries for like positions, as well as external salary information, the Office of Human Resources will make an assessment as to the appropriate compensation for the in-classification progression. Please note that employee performance is not a determining factor in the classification process. The skill level change requires a minimum five percent (5%) salary increase or movement to the minimum of the new skill level sub-range, whichever is higher.

Reclassification actions (including in-classification progressions) are funded out of appropriate budgets and may require Grant/Contract Funding Agency approval, in addition to the normal appropriate Administrator approval(s).

If an employee feels that they would like a classification review, a "Foundation Position Description Form" may be picked up in Human Resources. Once completed, this form should be forwarded to their Supervisor/Cabinet Officer for review and forwarded to the Office of Human Resources. A review will be completed and a recommendation of classification will be made to the appropriate Cabinet Officer.

Temporary Reclassification is defined as the assignment of new duties at a higher classification or skill level for up to a period of one year to meet emerging organizational needs. The timeframe specified for the temporary reclassification shall not be exceeded.

Temporary reclassifications may result in movement to a higher classification or skill level in two ways:

- An employee may be temporarily assigned to step into another employee's role and perform duties in a higher classification or skill level.
- An employee may be temporarily assigned new duties, in addition to their current position description, which have been performed by an employee in a higher classification or skill level.

The Office of Human Resources must first assess the level and complexity of the new assignment or the additional duties to determine whether a "temporary reclassification" and salary increase is appropriate or if the present classification and/or skill level remains appropriate. A temporary reclassification leads to a minimum five percent (5%) salary increase or movement to the minimum of the new salary range or skill level sub-range, whichever is higher.

A manager may initiate a temporary reclassification by sending an updated position description and cover memorandum, through required divisional channels, to the Office of Human Resources indicating the following:

- The reason for the temporary reassignment,
- The requested reassignment classification,
- Requested salary increase,
- Beginning and ending dates, and the
- Vice President/Division Head approval.

The Office of Human Resources will evaluate the request and issue a memorandum to the employee, if the request meets appropriate guidelines.