



# COMPENSATION

## Or all the different ways employees get paid

Compensation, the way employees are paid, can be complex. Employees must be proactive in order to secure increases that their work merits. Every employee should make it their business to know and understand the contract and their campus compensation process. There are several ways to receive salary increases:

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### General Salary Increase (GSI).

A GSI is an across-the-board increase for all CSUEU-represented employees. It is intended to address cost-of-living changes, but is not tied to the Consumer Price Index (CPI). The amount of the GSI depends on the State General Fund, which provides the CSU with approximately seventy percent (70%) of its overall budget. (Sections 20.4-20.6)

### In-Range Progression (IRP).

An IRP is a salary increase within the salary range or sub-range of a classification or skill level. The intent of an IRP is to provide employees who are not at the top of their pay range with a way to move through their salary range, as they assume additional responsibilities and skills. An IRP can also be granted to recognize new lead work or new project coordination functions assigned by the appropriate administrator on an on-going basis, or to recognize performance, retention, equity, or other salary related criteria. It carries a minimum increase of 3% and no maximum. Each campus has its own guidelines and procedures. Human Resources must complete IRP reviews within 90 days of receiving the request. Employees should document increased responsibilities/skills since their last reclassification or in-class progression. The funding for an IRP may come from campus funds or systemwide funds that are bargained between CSUEU and CSU. (Section 20.40 and KYR flyer#11)

### Reclassification.

The CSU Chancellors Office issues Classification and Qualification Standards (CQS) that define each classification. Every employee is assigned to a classification based upon the duties in an employee's specific position description. When the assigned duties change so that fifty percent (50%) or more of the duties appear in a higher-level classification, a classification review should be requested. When an employee requests a reclassification, the review must be completed within 180 days. An updated position description is very helpful. Union stewards can help an employee organize their request for a classification review. An employee that is reclassified receives at least a five percent (5%) salary increase. (Sections 9.26 through 9.32, as well as KYR flyer #1)

### In-Class Progression.

Certain classifications, such as Information Technology Consultants, have different skill levels. An in-class progression refers to movement to a higher skill level within the same classification. In-class progression generally follows the same procedures as reclassification. However, instead of demonstrating that the assigned duties justify a higher classification, the employee only needs to show that his/her skills justify a higher level. An In-Class Progression is generally easier to attain than a reclassification and represents a natural progression to higher level duties within the same position. Salary increases are at least five (5%) percent. (Section 9.25, as well as KYR flyer #1)

### Bonus.

A bonus is a one-time payment. It does not permanently increase an employee's base salary. A bonus may be granted at the discretion of the campus president. A bonus may be awarded at any time and may be used for a variety of reasons, including the recognition of outstanding performance, recruitment, retention, critical skills, additional workload, and individual or group performance. The criteria for recognizing performance must be made known to employees in advance of the performance period. (Sections 20.38-20.39)

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**Stipend/Temporary Lead Work.**

Employees who perform temporary project coordination or lead work functions receive salary stipends for the duration of the work assignment. These supplemental work assignments must be in writing and must have a specific beginning and ending date. In addition, at the discretion of campus presidents, employees may receive stipends when assigned additional work or special projects, or when required to maintain remote contact with their campus outside of their regular working hours. Stipends are between three percent (3%) and ten percent (10%) of base monthly pay. (Sections 20.42-20.44)

**Shift Differential.**

All non-exempt (hourly) employees who are regularly assigned to the swing shift or graveyard shift are eligible to receive shift differentials (Appendix C III). Employees receive \$1.25 per hour for each hour worked on the swing shift, i.e., four or more hours between 6 P.M. and midnight. Employees receive \$2.20 per hour for each hour worked on the graveyard shift, i.e., four or more hours between midnight and 6 A.M. (Sections 20.10-20.12 and Section 20.14)

In addition, employees who are regularly assigned to work less than four hours between 6 P.M. and 6 A.M. receive \$1.25 per hour for each hour worked between 6 p.m. and midnight and \$2.20 per hour for each hour worked between midnight and 6 a.m. (Section 20.13)

**Emergency Pay.**

When the President declares a state of emergency at a campus, most employees are granted administrative leave with pay. Non-exempt (hourly) employees who are required to be on campus and are working outside their normal assignment, receive emergency pay of an additional one-half (1/2) hour for every hour worked up to forty (40) hours. If an employee works more than forty (40) hours in a week, he/she is paid at the rate of time and one-half. Exempt (salaried) employees who are required to be on campus receive informal time off, as agreed upon by the employee and the appropriate administrator. (Section 20.52)

**Contract Re-openers.**

Typically, salaries and benefits are renegotiated every year. As a result, the above information may change from year-to-year. Note that Article 21 (Benefits) is not subject to a reopener in either FY 2007 or FY 2008.

**Although you are covered by a CSUEU-negotiated contract,  
your membership in CSUEU is not automatic. Join Today!**



**MEMBERSHIP APPLICATION • California State University Employees Union/CSEA**  
1129 10th Street • Sacramento, CA 95814 • (916) 319-4800

PLEASE TYPE OR PRINT

**Chapter** \_\_\_\_\_

Social Security No.	Last Name	First Name	Initial
Number and Street	City		Zip Code
Employed by	Department or Campus - work location		Room No.
Classification	E-mail	Business Phone	Home Phone
Recruiter Name			

I hereby apply for membership in the California State University Employees Union (SEIU 2579 - CSEA), an affiliate of CSEA, and hereby agree to abide by the CSUEU Bylaws and Policies, including those of the CSEA Policy File. In becoming a member I authorize CSUEU to establish with the appropriate agency the withholding from my pay or retirement allowance of dues and any benefit deductions. I understand that my membership rights are set forth in the Policy files of CSUEU and CSEA, which are subject to amendment, and are affected by applicable labor contract(s) ("A Memorandum of Understanding" or "MOU") between CSUEU and the California State University, and a copy of the Policy Files and applicable MOU are always available to me by contacting CSUEU Headquarters, 1129 10th Street, Sacramento, California 95814. Should an applicable MOU provide for the maintenance of membership, I understand that I must remain a member for the duration of the MOU, except that I may terminate membership during the last thirty (30) days of such MOU.

Unless instructed to the contrary below, CSUEU is hereby authorized to withhold from my pay an additional \$2.00 per month for CSUEU's non-partisan political activity.

CSU-KYR-02 (10/08)  
Form 1 (9/06) By writing my initials in this box I instruct CSUEU **NOT** to withhold an additional \$2.00 per month for political activity.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_