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:

**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)*

*over please*
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.

By writing my initials in this box I instruct CSUEU NOT to withhold an additional $2.00 per month for political activity.

Signature: ______________________

Date: ______________________