

# HOW DO I GET MORE MONEY?



- GSI Increases – bargaining
- Service Salary Increases - bargaining
- In-range progression
- Reclassification
- In-class progression
- Emergency Pay
- Shift Differential
- Stipend/Temporary Lead work
- Bonus

## EMPLOYEES HAVE A RIGHT TO:

- An up to date position description
- To be paid for the work that they do



### Employee Initiated Options

- In- Range Progression –  
minimum 3%/90 days
- In-Class Progression –  
minimum 5% /180 days
- Reclassification –  
minimum 5% /180 days

# Reclassification VS. In Range Progression



## What's the difference?

### ■ In-Range Progression

- Movement within a class or skill level
- Minimum 3% pay increase

### ■ Reclassification or In-class Progression

- Movement between one class or skill level and another class or skill level
- Minimum 5% pay increase

## In Range Progression

- An IRP is not a reclassification or in-class progression, there is no change to employee's classification.
- An IRP provides movement within an employee's salary range as they assume additional or enhanced responsibilities and skills.

## Criteria for requesting an IRP

- Assigned application of enhanced skill(s)
- Retention
- Equity
- 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
- Other salary related criteria.

## The Process

### In-Range Progression

- Justification for request is written
- Employee requests are submitted to the supervisor
- Supervisor must forward the request within 30 days
- HR has 90 days to complete the review

### Reclassification

- Position description is updated
- Employee requests are submitted to the supervisor
- Supervisor must forward the request within 30 days
- HR has 180 days to complete the review

## The Administrative Support Example



# Administrative Support is a SERIES

- Which contains distinct  
CLASSIFICATIONS:

- Administrative Support Assistant
- Administrative Support Coordinator



# Each Classification contains two SKILL LEVELS

- Administrative Support Assistant I
- Administrative Support Assistant II
  
- Administrative Coordinator I
- Administrative Coordinator II

## RECLASSIFICATION

- To move from an Assistant to a Coordinator is a RECLASSIFICATION

## IN CLASS PROGRESSION

- To move from an Assistant I or Coordinator I to an Assistant II or Coordinator II is an IN CLASS PROGRESSION

Classification  
and your  
Position Description  
How do they relate?



## Reasons to Update a Position Description

- To apply for an In Class Progression
- Performance Evaluations
- Review of Class Standards
- For your personnel file
- Recruitment
- To request a Classification Review

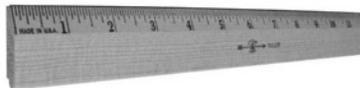
## RESOURCES

- Your latest position description (if you don't have one ask HR).
- The standards for your current classification and the one to which you aspire

([www.calstate.edu/HRadm/Classification/index.shtml](http://www.calstate.edu/HRadm/Classification/index.shtml))

## **Additional Resources Available**

- Position Descriptions of jobs comparable to yours on campus
- Campus job postings for the classification to which you aspire.
- Blank campus position description/classification review forms, and any directions, policies and procedures
- CSEA resource materials such as word lists and the Know Your Rights Flyer on Reclassification and In Class Progression.



## **The 50 percent rule**

**50% or more of your assigned duties are performed in the higher level classification**

## Writing the Position Description



### Goal:

Shift emphasis **to** your highest level skills and responsibilities

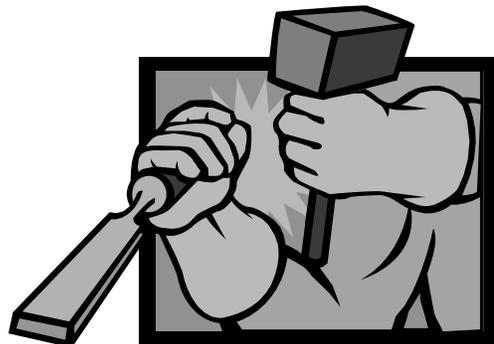


And shift emphasis **away from** Lower level tasks and duties that you do in support of the higher level responsibilities.

What counts  
is not HOW MUCH you do,  
or HOW MANY different things you do,  
or HOW WELL you do them,  
but the LEVEL at which you work.



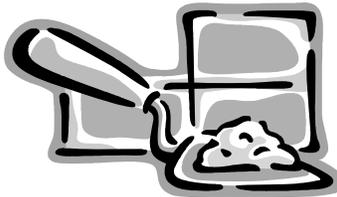
## The Legend of the Stonecutters



Three stonecutters were working at their jobs when a passerby stopped to ask what they were doing. The first answered, "I'm cutting stone."



The second said "I'm building a wall."



And the third said,  
“I’m creating a cathedral!”



Like the stonecutters, your tasks can have  
a different meaning depending on your  
perspective.



Redefine your tasks toward the cathedral.

## Let's Start Writing!

- Write down everything you do
- 3-4 broad categories
- Assign percentages of time
- Verbs



## HOW TO SUCCEED

- Use good English
- Write in Complete Sentences
- Keep verbs consistent
- Keep from personalizing (referring to incumbent)



## POSITION DESCRIPTION FORMS

- Job Functions
- The purpose of the position
- The nature and scope of authority
- Supervision of others
- Work relationships
- Skills, knowledge and abilities
- An organizational chart
- Special working conditions

## TYPE OF WORK

CLASSIFICATION IS  
DETERMINED BY THE TYPE OF  
WORK YOU DO AND THE LEVEL  
AT WHICH YOU DO IT

It is not about performance or  
workload.



# Level of work



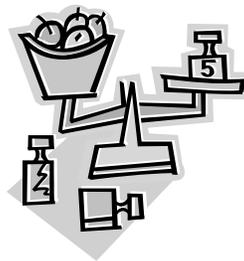
## Criteria

- Complexity (difficulty) of work
- Degree of independence with which you work – how are you supervised?
- Where does your work come from – self generated or assigned by a higher level employee?
- Authority to commit resources – money, labor, things
- Amount of independent judgment used
- Types of problems solved
- Consequence of Error – if you make a mistake, does anyone else catch it? If not, what harm would be done?

## TYPES OF SUPERVISION

- Direct Supervision – close and regular
- General Supervision – some delegation of responsibility, some independence in routine matters.
- General Direction – operates independently under broad guidelines
- Works as a team. Not supervised in the conventional sense.

## QUANTIFY AND SPECIFY



## ANOTHER WAY TO LOOK AT IT

- You do what? To what or whom? To achieve what outcome? At what level of difficulty?
- Give examples!



Focus on **WHAT** you do and the  
**LEVEL** at which you do it

NOT how much (workload) you do and  
how well (performance) you do it.



# THE COVER MEMO



## Denial of Request

### **In Range Progression**

- Ask supervisor to make stronger, new request (12 month limit does not apply to management requests)
- Request a bonus or stipend

### **Reclassification**

- Appeal
- Request IRP
- Request payment for reassignment of out-of-class work
- Request removal of duties above your classification level

## COMMON PROBLEMS

- No appropriate classification exists.
- The Classification Standards are out of date.
- The results of a classification review can't be grieved.
- The supervisor won't agree to sign off on the duties in a revised position description.
- The request for the classification review sits on the desk of the supervisor/dean/director.
- HR denies the request based on issues other than the merits of the case.

## Union Representation

- Reviews and appeals
- Abuses and violations
- Campus policy



*The Union believes that the campus should have a **Promotion and IRP Policy**. Employees should have the opportunity to train and promote in their careers. The campus should use IRP to make sure that all employees progress within their pay ranges on a regular basis.*