

# THE CALIFORNIA MARITIME ACADEMY

## Guidelines for In-Range Salary Progressions

### CSUEU (Units 2, 5, 7 and 9), APC (Unit 4), SUPA (Unit 8) and Confidential positions

**PURPOSE:** The In-Range Progression (IRP) is a discretionary increase within a salary range or sub-range of a classification. These increases are only available for employees covered by the CSUEU, APC, and SUPA collective bargaining agreements and those in positions designated as Confidential. The Guidelines are intended to be a system of evaluation that ensures consistent criteria for supporting an in-range progression salary increase.

#### PROCEDURES FOR REQUESTING INCREASE:

1. **Determine if the in-range progression salary increase is warranted.** Requests for an in-range progression may be submitted by an employee or a manager. The employee's performance and areas of responsibility shall be reviewed. An In-range progression may be granted for the following reasons:
  - a) Permanent and substantive increase in responsibilities
  - b) Assigned application of enhanced skill(s) - growth in skills or development of new skills
  - c) Retention
  - d) Equity
  - e) Extraordinary performance
  - f) Permanent and substantive assignment of out of classification work that does not warrant a reclassification
  - g) Permanent and substantive increase in workload (CSUEU bargaining units only)
  - h) 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
2. **Prepare written justification which shall include:**
  - a) Complete the [In-Range Salary Progression Request Form](#), including one or more of the parameters outlined above in #1.
  - b) If request is being made for reasons of additional/ changed responsibilities or a growth in skills, an updated position description must be submitted. The percentage of time required to perform the additional/changed duties should be significant and on-going and not on an isolated or infrequent basis.
  - c) If an in-range progression salary request is for an equity adjustment, documentation shall include salary data that justifies the request. If for retention, provide documentation on an external competitive employment offer.
  - d) If for performance, provide documentation, (such as performance evaluations), from the appropriate administrator to support.
3. **Manager/Director/Administrator Review:** The appropriate manager/administrator, outside the employee's bargaining unit, shall review the request and all relevant justifications and documentation. This reviewer should let the employee know whether the reviewer supports or does not support the IRP. **In either case, the packet should be forwarded to Human Resources within 30 days of receiving the request.**

**4. Human Resources Review:** This review will include an assessment of any applicable data. HR will forward a report, with a recommendation to the appropriate Vice President.

**5. Vice President's Review:** The appropriate Vice President must approve all in-range progression salary increase requests for their respective area of responsibility. If approved, a completed Request for Personnel Action (RPA) form will be needed by Human Resources to process the increase.

**OTHER PROVISIONS:**

1. Employee-submitted in-range progression requests shall be submitted to the appropriate administrator before being submitted to Human Resources. If an administrator has not forwarded an employee request for an in-range progression to Human Resources within 30 days, the employee can file the request directly with Human Resources.
2. An in-range request can be denied due to documented performance issues.
3. An employee shall not submit a request for an in-range progression prior to 12 months following receipt of a response to any prior in-range progression requests.
4. In-range progression reviews of **employee requests** shall be completed within 90 days after the request is received in Human Resources.
5. The effective date of an approved in-range progression salary increase will normally be at the beginning of the next pay period following receipt of approval from the VP (with completed RPA) in Human Resources.
6. Rates for In-Range Salary Adjustments:
  - a. In-range increases are typically between 3% and 5%. The CSUEU bargaining unit contract requires a minimum of 3%.
  - b. Increases above 5% are usually due to significant/critical organizational changes in duties and/or skills, or equity/market competition documented with data or a legitimate salary offer from a competitor. Circumstances in individual cases may vary.
  - c. In-range increases above 10% are extremely rare. The requesting official must provide a detailed rationale related to the need for such a significant increase. The rationale must provide documentation to support the organizational necessity, relevant internal comparisons, relevant external comparisons and market data, and a verification of the exceptional skills and abilities of the employee.

At any time during the process, the Human Resources Office may be consulted when questions or issues arise.