



CALIFORNIA STATE UNIVERSITY, LONG BEACH

Subject: Classification – Compensation & Skill Level	
Department: Staff Human Resources	Reference No.:
Division: Administration & Finance	Issue Date: July 2001
References: Employee Collective Bargaining Agreements	Revision Date: March 2007
Web Links: CSU Classification Standards Collective Bargaining Agreements	Expiration Date: NA

All salary actions associated with a reclassification must meet the requirements of the applicable collective bargaining agreement. ***These salary guidelines for classification and skill level changes do not apply to conversions that occur as the result of system-wide implementation of new classifications.***

Effective Dates – Generally, the effective date for a classification and skill level change will be the first of the month after the paperwork is submitted to Staff Human Resources.

Salary Actions – The effective date of the classification or skill level change will also be the effective date for the associated salary increase. Each collective bargaining agreement outlines the minimum salary increase required when a reclassification or skill level change occurs. Campus guidelines for salary increases associated with classification and skill level changes are outlined below. Staff Human Resources will analyze the salaries and qualifications of individuals in similar positions as well as those within the direct organizational unit to identify and address any possible internal salary compression issues. In no case will the new salary exceed the maximum rate established for the classification.

Salary increases to the top of the first quartile - A salary increase for a classification or skill level change within the first quartile of a salary range is within the discretion of the appointing authority.

Salary increases second quartile up to the midpoint – Increases in this range require approval by Staff Human Resources. A review of the employee’s qualifications and a comparison of internal and external market salaries for similar positions will be conducted by Staff Human Resources.

Salary increases above the mid-point – Increases in this range require Staff Human Resources to conduct a review of the employee’s qualifications and a comparison of internal and external market salaries for similar positions. Their recommendation and analysis will be provided to the Division Vice President who has final decision authority.

Specific Bargaining Unit Provisions

Following are the specific guidelines and requirements for classification changes associated with each collective bargaining agreement. All provisions pertaining to reclassifications and in-classification progressions require that the employee has not had a break in service.

Unit 4 – APC

The agreement provides for a minimum increase of approximately 4.8% when an employee is reclassified to a classification with a higher salary range. Employees must serve a new probationary period.

Units 2, 5, 7 and 9 – CSUEU

Within the CSUEU contract some classifications have skill levels within a classification. Following are the guidelines for standard reclassifications, as well as skill level changes referred to as in-classification progressions. The contract requires that the effective date of a reclassification or in-classification progression can be **no later than** the first day of the pay period in the month after the request is received in Human Resources.

Classification Changes - Under the terms of the collective bargaining agreement, a reclassification resulting in movement to a higher salary range must result in a minimum increase of 5% or to the minimum of the new salary range, whichever is greater. According to the agreement, employees may be required to serve a new probationary period.



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Skill Level Changes - Within CSUEU several groups of classifications have skill levels that reflect different levels of skill within the same classification. Movement from one skill level to a higher skill level is referred to as an ***in-classification progression***. Similar to a reclassification, an in-class progression requires a minimum salary increase of 5% or to the minimum rate of the new skill level sub-range, whichever is greater.

Unit 6 – Skilled Trades

Under the terms of the collective bargaining agreement, a reclassification resulting in movement within a salary group shall have the appropriate rate in the new salary range determined by the President. When an employee is reclassified into a higher salary group the salary rate shall be at least five percent (5%) higher than the employee's previous rate. Employees may be required to serve a new 12 month probationary period.

Unit 8 – Public Safety

Provisions regarding appointment and promotion for employees covered by the Unit 8 collective bargaining agreement are outlined in article 12 of the contract.

FORMS: NA