

Special points of interest:

- New Employee Orientation
- In-Range Salary Progression
- Special Consultant Salary changes
- Reclassification

Inside this issue:

- In-Range Salary Progression **2**
- Procedure for In-Range Salary **2**
- Special Consultant Salary changes **2**
- Reclassification **3**

The Classification Update

Volume 1, Issue 1

December 1, 2004

New Employee Orientation

Attention all New Employees :

Welcome aboard! The Human Resources Department of California State University, Hayward will be offering New Employee Orientation sessions on the third Tuesday of every month.

The Orientation Sessions will provide employees with an overview of University policies and procedures, including more detailed information on Human Resources, Payroll, and Benefits. All new employees are required to attend the Orientation Session. Other employees who are interested in taking the Orientation are welcome to attend on a space-available basis.

The following is the schedule for upcoming Orientation Sessions:

- **Tuesday, December 14, 2004**
- **Tuesday, January 18, 2005**
- **Tuesday, February 15, 2005**



Please contact the HR Department at x5-3634 to sign up for a session.

In-Range Salary Progression

The Collective bargaining agreements for CSEA, APC and SETC provide for in-range salary progressions for employees. Non-represented Confidential employees are also covered.

An In-Range Progression (IRP) is a permanent increase to base salary within a salary range for a single classification or within a sub-range of a classification with skill levels.

The University has established the following criteria and procedures for processing and approving in-range progressions :

In-Range Salary Progression (Contd.)

- Substantial growth in skills or development of new skills required by the position as determined by management and regularly applied by the incumbent.
- Market equity comparison of salary for similar positions in the job market.
- Pay equity based upon comparison to like positions within CSUH, recognizing valid variances due to relative performance, capabilities and experience within a given class or skill level.
- Permanent and substantive increase in essential duties and responsibilities *that still fall within the same classification or skill level.*



Procedure for requesting in-range salary increase

Employees and their supervisors may request an in-range progression salary increase based on the above criteria. All such requests must be initiated in writing and submitted to the immediate non-bargaining unit supervisor, who shall forward the request to the next MPP level supervisor. The MPP level manager will assure that Department budget funds are available to cover the cost of such action, if it is

approved.

All requests for final approval should be sent to the AVP, Human Resources Dept., with all supporting documentation.

The Human Resources Office will notify the MPP level manager of the final decision.



Happy Holidays!

Special Consultant Salary Change

Effective October 1, 2004, the salary range minimum was increased for the Special Consultant (Class Code 4660).

In order to keep the Special Consultant as an exempt classification, the salary range minimum was increased to \$91 per day.

Effective October 1, 2004 and thereafter, Special Consultants paid less than \$91 per day will need to be appointed

to another non-exempt classification (e.g. Casual Worker).

Please contact Human Resources for further information.

Effective October 1, 2004 the salary range minimum of Special Consultants has increased

Classification and Reclassification Review Procedure

The job classification review process begins with a review of the description of the position to be evaluated. The job description is the principal document used by the Human Resources Manager to review the position.

- 1) The Supervisor has the primary responsibility for completing the Position Description Form for each position under him/her. The original Position Description Form signed by the Supervisor will be sent to the Human Resources Department with a request to review the position.
- 2) A Human Resources Manager will review and analyze the Position Description Form and all the other supporting documentation. He/she may conduct paper audits and/or interviews with the Supervisor, incumbent and other employees.
- 3) Next, a written analysis is prepared by the HR Manager and the same is forwarded to the Asst. Vice President, Human Resources.
- 4) The final decision regarding the position classification or reclassification will be discussed with the Department Supervisor.



Time Frame for the review process

Certain Collective Bargaining Units require that the classification process review be completed within 180 days.

However, the Human Resources department will make every effort to complete the review process within 75 business days.

FLSA (Fair Labor Standards Act) Changes

The Fair Labor Standards Act (FLSA) covers minimum wage, overtime provisions, record keeping and child labor. For FLSA purposes, employees are either **non-exempt** (covered by the FLSA) or **exempt** (not covered by the FLSA).

First enacted by Congress in 1938 and administered by the Dept of Labor, the FLSA was amended on August 23, 2004 to expand the definition and qualifications for exempt status for certain white-collar jobs: Executive; Administrative; Professional (Learned, Creative, Computer); and Outside Sales. There are three tests (Salary Level, Salary Basis, Standard Duties) which must be met to be exempt. **Note:** These amendments will not impact CSU employees in bargaining units R05, R06, R08, and R10.

Human Resources will be happy to address any particular concerns you may have regarding the change. Please call the HR Office for a clarification.

The Human Resources Department will make every effort to complete the Classification Review Process within 75 business days

