



CALIFORNIA

STATE

UNIVERSITY

EMPLOYEES

UNION

KNOW

YOUR

RIGHTS

# COMPENSATION

## Or all the different ways employees get paid

*Language and citations in this flyer refer to the 2012-14 contract for Units 2, 5, 7, and 9*

Compensation, the way employees are paid, can be complex. Employees must be proactive in order to secure the increases that their work merits. All employees 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. The amount of the GSI depends on state funding (Sections 20.3-20.4).

### 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 project coordination functions assigned by the appropriate administrator on an ongoing basis
- out-of-classification work that does not warrant a reclassification
- performance, retention, equity, or other salary-related criteria

It carries a minimum increase of 3.0 percent 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 20.24-20.25 and KYR #11).

### Reclassification

The CSU Office of the Chancellor issues Classification and Qualification Standards (CQS) that define each classification. Every employee is assigned to a classification based upon the duties in his or her specific position description. When the assigned duties change so that a significant portion of the duties appear in a higher-level classification, a classification review should be requested. An updated position description is very helpful. Union stewards can help employees organize their request for a classification review. An employee who is reclassified receives at least a five (5) percent salary increase (Sections 9.24-9.28 and KYR #01).

For out-of-classification work that does not warrant a reclassification, an IRP may be appropriate (Section 20.24).

### 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 (Sections 9.24-9.32, as well as KYR flyer #1). However, instead of demonstrating that the assigned duties justify a higher classification, the employee only needs to show that his or 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).

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If you think your rights have been violated, contact your local CSUEU steward

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**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 granted for a variety of reasons, including recruitment, retention, critical skills, additional workload, and recognition of outstanding individual or group performance. The criteria for recognizing performance must be made known to employees in advance of the performance period (Sections 20.22-20.23).

**Stipend/Temporary Lead Work**

Employees who perform temporary project coordination or lead work functions receive salary stipends for the duration of the work assignment. These supplemental work assignments must be in writing and must have specific beginning and ending dates. In addition, at the discretion of campus presidents, employees may receive stipends when assigned additional work or special projects, or when required to maintain remote contact with their campus outside of their regular working hours. Stipends are between three (3) percent and ten (10) percent of base monthly pay (Sections 20.26-20.28).

**Shift Differential**

All non-exempt (hourly) employees who are regularly assigned to swing or graveyard shifts are eligible to receive shift differentials (Appendix C III). Employees receive \$1.25 per hour for each hour worked on the swing shift, i.e., four or more hours between 6 p.m. and midnight. Employees receive \$2.20 per hour for each hour worked on the graveyard shift, i.e., four or more hours between midnight and 6 a.m. In addition, employees who are regularly assigned to work less than four hours between 6 p.m. and 6 a.m. receive \$1.25 per hour for each hour worked between 6 p.m. and midnight and \$2.20 per hour for each hour worked between midnight and 6 a.m. (Sections 20.5-20.10).

**Emergency Pay**

When the campus president declares a state of emergency at a campus, most employees are granted administrative leave with pay. Non-exempt (hourly) employees who are required to be on campus and are working outside their normal assignment receive emergency pay of an additional one-half (1/2) hour for every hour worked up to forty (40) hours. A non-exempt employee who works more than forty (40) hours in a week is paid at the rate of time and one-half. Exempt (salaried) employees who are required to be on campus receive informal time off, as agreed upon by the employee and the appropriate administrator (Section 20.36).

If you have more questions or need assistance, contact a CSUEU union steward.



**MEMBERSHIP APPLICATION • California State University Employees Union/CSEA**

1108 O Street • Suite 500 • Sacramento, CA 95814 • 1-866-763-1452

PLEASE TYPE OR PRINT

CHAPTER/CAMPUS \_\_\_\_\_

Social Security No. Last Name First Name Initial

Home Address 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, 1108 O Street, Suite 500, 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.

CSUEU-001 (Rev. 4/11)

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_