



Reclassification & In-Class Progression

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What is a reclassification?

The CSU Office of the Chancellor issues a set of Classification and Qualification Standards (CQS) which define each classification. Every employee is assigned to a classification based upon the skills and duties listed in an employee's 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 can be very useful, so please try and keep yours current. Union stewards can help an employee organize their request for a classification review. An employee that is reclassified receives at least a five percent (5%) salary increase (Article 9.22). (Article 9.23 through 9.28)

What is an in-class progression?

Movement from one skill level to a higher skill level within a classification is referred to as an in-class progression (Article 9.22). In-class progression follows the same procedures as reclassification, except that an employee does not have to demonstrate an entirely new class of duties, just higher levels of the same type of duties.

What is the difference between a reclassification and in-class progression?

During a reclassification, the employee moves to a completely different classification. In an in-class progression, the classification remains the same, but the skill level changes.

Do all classifications have skill levels?

No, only certain classifications have skill levels as defined in the Classification and Qualification Standards (CQS). For example, the Administrative Support Coordinator classification has two skill levels. To determine whether your classification has skill levels, obtain a copy of the CQS for your current classification from HR, or download the standard from the CSU website (<http://www.calstate.edu/HRAdm/classification/index.shtml>). Note: You will need to select your campus in order to login to the website using your normal campus login credentials).

Who can request a reclassification or in-class progression?

An employee can request a position classification review at any time during the year (Article 9.23). Employees in classifications with skill levels may request a skill level review related to an in-classification progression (Article 9.22). However, an employee shall not submit a subsequent request prior to twelve (12) months after completion of a previous classification review (Article 9.26). Management also has the right to initiate a reclassification and/or



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Is my position description the same as the classification standards?

An employee's *specific duties* within a classification and skill level are defined in a position description. Position descriptions shall reflect the employee's assigned duties and responsibilities, and shall be consistent with the classification standards (Article 17.4).

Are there procedures for filing a reclassification and/or in-class progression?

Each campus has developed classification or skill level review procedures (Article 9.24). Please obtain copy from your HR department or their website.

Before the request for reclassification or skill level (in-class progression) review, you should:

- Review your current position description. If you do not have one, request it from your appropriate administrator, ask HR for the latest one in our official personnel file, and/or write it yourself (Article 17.2).
- If you have a position description which is out of date, make a list of the differences and submit a request to the appropriate administrator for the necessary changes.
- Obtain a copy of the CQS for your current classification from HR, or download the standard from the CSU website (<http://www.calstate.edu/HRAdm/classification/index.shtml>). You will need to select your campus in order to login to the website).
- Evaluate other classification standards to determine whether any other classification is more appropriate for your assigned duties. However, even if a significant portion of your assigned duties do not appear in a higher-level classification, you may prevail by demonstrating to the classifier that you perform higher-level duties essential to the position and/or employ critical specialized skills. You may also be considered for temporary reassignment pay (Article 17.11).

Where do I submit my reclassification and/or in-class progression request?

All such requests are to be made to the immediate non-bargaining unit supervisor with a copy to HR (Article 9.23). If an administrator has not forwarded the request to Human Resources within 30 days, the employee can request that Human Resources move forward with their request.

How long does the process take?

An employee-requested classification and/or skill level review shall be completed no later than one hundred eighty (180) days after the initiation of the classification and/or level review procedure (Article 9.26). Keep dated copies of your request and monitor the timelines.

Request Granted

If the request is granted, you will receive a minimum 5% pay increase (Article 9.22). Your appropriate administrator can grant you more. Your change in status will be retroactive to no later than the first day of the pay period following the day that HR received the request for classification review (Article 9.25). You may be required to serve a new year of probation, not to exceed one year



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Request Denied

Although management's denial of a reclassification or in-class progression request is not grievable, other aspects of the process may be (Article 9.29). Furthermore, an arbitration decision provides that there is no bar to an employee grieving the results of a management-initiated classification review. See your campus steward to discuss your options.