



May 21, 2015

Thom Harpole, Director  
The Center for Human Resources  
San Diego State University  
5500 Campanile Drive  
San Diego, CA 92182

RE: STAFF EQUITY PROGRAM

Dear Mr. Harpole:

This letter is to follow-up on our labor-management discussions regarding the Staff Equity Program proposed by President Hirshman.

The Union recognizes and supports the continued commitment of the campus administration to the career advancement of SDSU staff. The additional resources provided for In-Range Progression (IRP) in the previous budget cycle and again this year demonstrate that the President is putting SDSU in the lead for advancement of staff.

Moreover, this year's commitment has improved the formula for IRP to make it fairer and eventually achieve a regular equity program. This year's program uses an objective standard that all employees will understand – IRP for staff members who have served 11 or more years of continuous service in a classification and who are below the median salary in their pay range.

While this stage of the program affects only the longest-serving employees, we are committed to working with the administration on a continuing program that will address employees at all service levels. We are particularly interested in the new use of market salary to set initial salaries and progress through the pay range.

The Human Resources staff has been very helpful with analytics on the new program and we appreciate their transparency and willingness to engage the Union on the issues. We hope this will continue as we discuss other areas such as recruitment, reclassification, and other advancement.

This letter indicates that the Union has read the proposed principles of the Staff Equity Program, that we consider it compliant with the union contract, and that we will support the implementation. We plan on communicating with our members in the coming weeks.

Thank you for your cooperation.

Sincerely,

CSUEU Chapter 318 Executive Committee



## IMPLEMENTATION OF THE 2015 STAFF EQUITY PROGRAM

1. \$350,000 has been allocated for the Staff Equity Program.
2. Adjustments will be made utilizing the In-Range Progression (IRP) provisions of the Collective Bargaining Agreement (CBA).
3. Management will initiate these IRPs and eligible employees will receive a letter indicating they have received an Equity IRP.
4. Eligible staff will get a 3% IRP based on:
  - a. 11 or more years of continuous service in a classification (the length of time in class is based on classification and not skill level).
  - b. Below the midpoint of the skill level pay range (the midpoint determined by SDSU Human Resources in correspondence of May 7, 2015 and as amended by SDSU by May 20, 2015).
5. The adjustments will be made effective June 1, 2015.
6. Staff can still apply for an IRP for any reason outlined in the CBA.
7. CSUEU and SDSU will work together to identify and resolve any anomalies in the adjustments.