




California State University, Sacramento
Office of Human Resources
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<http://www.csus.edu/hr>

MEMORANDUM

September 11, 2009

TO: HEERA Designated Managers and Supervisors;
Appropriate Administrators; Program Directors

FROM: 
David L. Wagner
Vice President
Human Resources

SUBJECT: **Reminder on Classification, Salary & Funding Changes - FY2009/2010**

Classification Reviews:

Beginning FY 2009/2010, the annual review cycle for submission of classification review requests was replaced by a new process. Classification review requests may now be submitted to Human Resources at any time throughout the fiscal year, through the appropriate Vice President. Reviews will be completed on a first come, first serve basis. This change was made to provide greater flexibility to program centers in managing the preparation and submission of review requests and should result in greater efficiency in performing classification reviews. Effective dates for reclassifications are no longer the beginning of the fiscal year. Under new guidelines, a reclassification is effective the beginning of the pay period following the receipt of the complete classification review request in Human Resources.

Funding Responsibility:

- Salary increases as the result of the reclassification/in-classification progression of positions to a higher level will be covered by a central campus pool set aside for this purpose when available. A pool has been made available for FY 2009/2010.
- The costs of consultants performing classification reviews must be funded by the program center. These costs could run from approximately \$300 to \$800 per review depending on the complexity of the review.

Additional information is available at: <http://www.csus.edu/hr/classification/annualpgrm.htm>.

Discretionary Staff Bonuses:

The \$2000 cap on program center approved discretionary staff bonuses has been eliminated. The new guidelines allow for requests up to 4% requiring Vice President approval without further review by Human Resources. Requests above 4% must still be reviewed by Human Resources for final approval.

Funding Responsibility:

- The salary costs of discretionary staff bonuses must be funded by the program center.

Further information may be found at: <http://www.csus.edu/hr/classification/annualpgrm.htm> under Bonus Guidelines.

Performance-Based In-Range Progression:

Program center managers (with the approval of their Vice President) may authorize requests for in-range progressions up to 4%, based on **performance only**, for staff whose collective bargaining agreements allow for in-range progression with performance as a criteria.

Program center managers may authorize a performance-based in-range progression for an employee by submitting a Request for Performance-Based In-Range Progression form, found on the HR forms webpage, to the appropriate Vice President. These requests must be accompanied by a written justification from the program center manager describing the employee's performance in terms of the Campus Criteria for performance as follows: (This information is also available on the Classification & Compensation website.)

Sustained overall performance at the maximum performance evaluation rating as defined in the applicable collective bargaining agreement. It is necessary that this be documented through the annual performance evaluation process as reflected in the employee's personnel file by recent performance evaluations at that level. Additional justification must include information about how the employee has consistently exceeded established performance goals of the department or program center and made significant ongoing contributions to the department, college and/or university.

The Vice President for Human Resources retains final approval authority, as the President's designee, for performance-based in-range progression requests above 4%. In these cases, the Request for Performance-Based In-Range Progression form, accompanied by a written recommendation from the program center manager, will continue to be forwarded through the appropriate Vice President to the Vice President for Human Resources for review and a decision. Performance-based in-range progression requests where special salary adjustments based on performance have occurred in the year previous to the current request will also be reviewed by Human Resources. Effective dates for in-range progressions are the beginning of the pay period following receipt of the signed request form and justification in Human Resources.

Funding Responsibility:

- The salary costs of all in-range progressions must be funded by the program center.

The Request for Performance-Based In-Range Progression form can be found at: <http://www.csus.edu/hr/forms.htm#Classification>.

Furlough Week FLSA Change:

Employees currently in exempt positions are non-exempt during a given furlough week. This means that during a furlough week, all employees are eligible for overtime, and less than full day increments of sick and vacation time must be reported.

DLW/mg