



Channel Islands

CALIFORNIA STATE UNIVERSITY

Division of Student Affairs

DSA Area Name: Vice President for Student Affairs
office

Effective Date: June 1, 2017

Procedure Number: VP-p009.01

Student Affairs Working Procedure on Classification and In-Range Progression Reviews

Intent: To provide a clear outline of the internal process for reviewing and processing Classification and In-Range Progression Reviews within the Division of Student Affairs.

Background: A consistent and efficient process for reviewing and processing Classification and In-Range Progression Reviews is important to ensure completeness as well as compliance with standards set forth by the Collective Bargaining Agreements and Human Resources. Employees are entitled to follow the process defined by their respective Collective Bargaining Agreement; however, the procedure outlined below is the preferred process within the Division of Student Affairs in order to ensure consistency and timeliness with paperwork.

Accountability: Vice President for Student Affairs (VPSA), Division of Student Affairs (DSA) Area Heads (AH), and supervisors

Applicability: DSA administrators and staff members

Definition(s): N/A

Attachment(s): N/A

Procedure:

Please note that the procedure outlined below is not meant to supersede the processes defined by the CSU Collective Bargaining Agreements (CBA). Information on current CBAs can be found on the Chancellor's Office [Employee Relations](#) page.

Prior to beginning the Classification or In-Range Progression Review process, the employee, supervisor, and AH are encouraged to discuss the future goals of the department/area as well as the employee's goals and how this proposed change will support the organizational structure of the Division of Student Affairs.

Once the decision to move forward with the Classification or In-Range Progression Review process has been made either by the employee or AH, the AH should consult with representatives from the Vice President for Student Affairs (VPSA) office to determine the budgetary implications for the request. Please note that a

Classification Review cannot be denied due to lack of funding; however, an In-Range Progression Review can be denied due to lack of funding.

Before starting paperwork, the employee, supervisor, and AH may choose to meet with representatives from the VPSA office in order to discuss the review process. The employee then completes the [Classification Review Questionnaire](#) or the [In-Range Progression Request Form](#) depending on the appropriate course of action. In addition to the form, the employee should work with their supervisor and AH in order to draft a proposed position description (PD) which reflects the changes being made to the position. Human Resources (HR) requires the use of the track change feature in order to clearly capture the items being added and/or removed.

Once the proposed PD has been reviewed with the supervisor and AH, the employee may choose to send to the VPSA office for review the completed form and proposed PD in order to provide additional feedback. Once the VPSA office has completed a review, the documents will be returned along with the current PD, current organizational chart, and proposed organizational chart to the employee. Should the employee elect not to have the VPSA office review, then the employee should request the current PD, current organizational chart, and proposed organizational chart.

Once the employee is ready, the signed form and supplemental documents should be submitted to the supervisor for review. Please note that once the employee has submitted to the supervisor, the supervisor has 30 days to continue routing for signatures and ensure submission to HR. Once the supervisor has reviewed and signed, the form will be submitted to the AH for review. Once the AH has reviewed and signed, the AH will meet with the VPSA to discuss and obtain signature. Once the form has received all of the appropriate signatures, the entire packet is submitted to the VPSA office for processing. The VPSA office will provide a final review to ensure all required documents are included and submit to HR. HR is required to review and provide a response regarding Classification and In-Range Progression Reviews within 180 and 90 days respectively. Please note that supervisor, AH, and VPSA signatures are not intended to provide approval, but rather verifying information is accurate and complete.

Requests submitted to HR are effective the first day of the following pay period (e.g., if submitted in the month of June, will be effective July 1). The VPSA office requires at least 10 business days to review, sign, and process paperwork. Please keep these timeframes in mind when submitting paperwork to the VPSA office.

The completed packet should include the items listed below:

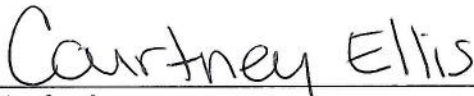

1. Classification Review Questionnaire or In-Range Progression Request Form
2. Current PD (provided by VPSA office)
3. Proposed PD with track changes (VPSA office will provide a Word version of the PD for track changes)
4. Current organizational chart (provided by VPSA office)
5. Proposed organizational chart (provided by VPSA office)

Below is an outline of the review/routing process:


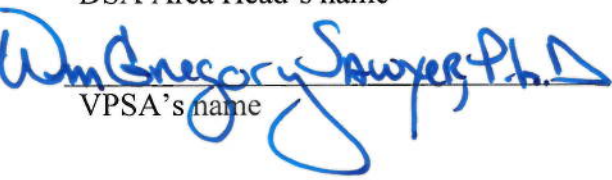
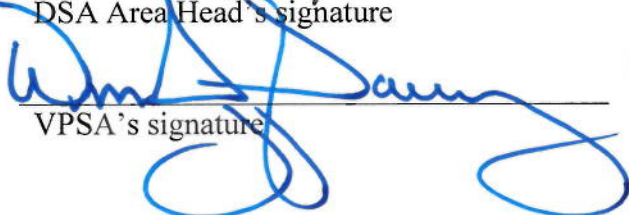
1. Employee/supervisor/AH meets with VPSA office to discuss review process (optional)
2. Employee completes appropriate form and updates PD with track changes
3. Employee reviews proposed PD with supervisor/AH for feedback
4. Employee/supervisor/AH sends form and proposed PD to VPSA office for review (optional)
5. VPSA office reviews form and proposed PD and returns to employee with current and proposed organizational charts
6. Employee signs form and submits entire packet (as outlined above) to supervisor
7. Supervisor reviews, signs, and submits to AH
8. AH reviews and signs

9. AH meets with VPSA to discuss and obtain signature verifying information is accurate and complete
10. AH sends signed packet to VPSA office for processing
11. VPSA office submits to HR
12. HR reviews documentation within required timeframe as outlined in the respective CBAs
13. HR communicates with supervisor, AH, and VPSA regarding recommendation
14. Supervisor and AH meet to determine final decision (i.e., support HR's recommendation or modify duties to align with current classification and provide retroactive pay)
 - a. If supporting HR's recommendation, final salary is discussed and finalized
15. AH discusses final decision with VPSA for final approval before meeting with employee
16. Supervisor/AH meets with employee regarding decision
17. Supervisor/AH communicates decision to VPSA office
18. VPSA office completes necessary paperwork and routes for signatures
19. VPSA office processes completed paperwork and submits to HR
20. Employee is contacted by HR to sign new appointment letter (if applicable)

Additional information regarding Classification Reviews and In-Range Progression Requests can be found on HR's [website](#).

 _____ Author's name	 _____ Author's signature	09/15/17 _____ Date
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Approved:

DOROTHY AYER _____ DSA Area Head's name	 _____ DSA Area Head's signature	09/15/17 _____ Date
 _____ VPSA's name	 _____ VPSA's signature	9/15/17 _____ Date