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# Reclassification and In-Class Progression

## What is a 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 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 is very helpful. 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. (*Sections 9.26 through 9.32, as well as KYR flyer #1*)

## 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 (*Section 9.25*). In-class progression follows the same procedures as reclassification, except that an employee does not have to demonstrate a whole new class of duties, just a higher level of the same type of duties.

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

During a reclassification the employee changes 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. Classifications and skill levels are defined in the Classification and Qualification Standards (CQS) that are issued by the California State University (CSU) Chancellor's Office. 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>).

## Who can request a reclassification or in-class progression?

An employee can request a position classification review at any time during the year (*Section 9.26*). Employees in classifications with skill levels may request a skill level review related to an in-classification progression (*Section 9.26*). However, an employee shall not submit a subsequent request prior to twelve (12) months after completion of a previous classification review (*Section 9.29*). Management also has the right to initiate a reclassification and/or in-class progression.

## 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 (*Section 17.9*).

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

Each campus has developed classification or skill level review procedures (*Section 9.27*). Obtain a copy from your HR department or its website.

## Before the request for reclassification or skill-level (in-class progression) review

- Review your current position description. If you do not have one, request it from your appropriate administrator, ask HR for the latest one in your official personnel file, and/or write it yourself (*Section 17.9*).
- 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 needed 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>).
- 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 or specialized skills. You may also be considered for temporary reassignment pay (*Section 17.4*).

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

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### 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 who shall forward the request to the campus Human Resources Office in a timely manner. If an administrator has not forwarded the request to Human Resources within thirty (30) days, the employee can file the request directly with Human Resources (Section 9.26).

### 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 skill level review procedure (Section 9.29). 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 (Section 9.24). 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 (Section 9.28). This is the reason that we recommend submitting your request to both your immediate non-bargaining unit supervisor and HR. You may be required to serve a new year of probation, not to exceed one year from the effective date of the reclassification (Section 9.20).

### Request Denied

If the request is denied, you can appeal the decision to HR within 30 calendar days (Section 9.30). You have the right to know the reasons for the decision and to clarify statements in the written denial. In your appeal, you can identify other positions on campus that are similar to yours but placed in higher classifications or skill levels, or cite equivalent positions on other campuses. Give concrete examples and specific reasons to justify your statements. The person who conducts the appeal must not be the same person who conducted the initial review (Section 9.31).

### Appeal Denied

Although management's denial of a reclassification or in-class progression request is not grievable, other aspects may be (Section 9.32). 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.



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

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Social Security No.	Last Name	First Name	Initial
Number and Street		City	Zip Code
Employed by	Department or Campus - work location		Room No.
Classification	E-mail	Business Phone	Home Phone
Recruiter Name (optional)			

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, 5th Floor, 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.



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

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

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