The below information outlines University Personnel's Faculty Reclassification/Review process for CSUMB's SSPAR Counselors and Coaches.

Counselors- SSPAR (STUDENT SERVICES PROFESSIONAL, ACADEMIC-RELATED)

SUBMISSIONS
- Employee (requires manager signature) or Manager submits a [Classification and Compensation Request](#) form to classcomp@csumb.edu

INITIAL APPROVALS
- Manager Initiated: The division head, the employee's direct manager, and the department's budget analyst sign off on the Classification and Compensation Request form. The form may also state 'Upon UP's recommendation'.
- Employee Initiated: The employee, the division head, the employee's direct manager, and the department's budget analyst sign off on the Classification and Compensation Request form.

ANALYSIS PROCESS
- UP Logs request and determines the completion date based on the type of request (EE/Manager initiated)
- UP reviews submission materials
- UP reviews/compares classification standards against submission materials and the employee's current position description.
- UP reviews internal and systemwide salary position
- UP schedules discussion(s) with the direct manager/employee to discuss submission materials, timelines, etc.

CONSULTATION (Iterative)/FINAL RECOMMENDATIONS

Employee-initiated requests:
- Upon preliminary completion of the request's analysis, UP schedules follow-up meetings with the employee to obtain additional information/input from the employee, and allow the employee to ask additional questions about the process.
- Following UP's meeting with the employee, UP schedules a meeting with the employee's direct supervisor to:
  - obtain additional information about the duties and responsibilities of the employee,
  - discuss the outcome of the position review,
  - confirm salary amount (confirms requested amount or provides recommendation) is in alignment with internal/system-wide data,
  - formalizes final recommendation and requests approval via email to the hiring manager and requests approvals from the direct manager and division head,

- request the employee's direct manager, department budget analyst, and division head to provide email re-approval to class/comp for final changes. **Note:** This step is not necessary if the final classification and salary amount requested is on the original request form.

Manager-initiated requests:
- Upon preliminary completion of the request's analysis, UP schedules follow-up meetings with the direct manager to:
    - obtain additional information about the duties and responsibilities of the employee,
    - discuss the outcome of the position review,
    - confirm salary amount (confirms requested amount or provides recommendation) is in alignment with internal/system-wide data.

FINAL APPROVALS
- The division head, the employee's direct manager, and the department's budget analyst sign off on the original submission.
- Once UP formalizes the final recommendation, if the final classification and salary amount requested is on the original request form, UP prepares the employee notification.

    - **Note:** If the final classification and salary amount requested is not the same as what was on the original submission, UP requests re-approval from the direct manager, department budget analyst, and division head via email.

COMMUNICATIONS
- If an employee-initiated request is denied, Class and Comp/AP will notify the employee, copying their direct manager. If an employee or management-initiated request is approved, Class and Comp/AP will notify the direct manager to communicate the result to the employee, copying the department's budget analyst, and payroll.

SALARY TRANSACTIONS
- New salary is entered into CMS by UP Academic Personnel.
- AP places a copy of the letter in the employee's personnel file.

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COACHES (R03)

SUBMISSIONS
- Employee (requires manager signature) or Manager submits a [Classification and Compensation Request](#) form to classcomp@csumb.edu

INITIAL APPROVALS
- Manager Initiated: The division head, the employee's direct manager, and the department's budget analyst sign off on the Classification and Compensation Request form. The form may also state 'Upon UP's recommendation'.
- Employee Initiated: The employee, the division head, the employee's direct manager, and the department's budget analyst sign off on the Classification and Compensation Request form.

ANALYSIS PROCESS
- UP Logs request and determines the completion date based on the type of request (EE/Manager initiated)
- UP reviews original Job Postings that an employee was hired for (if available), as well as any supporting materials submitted by the employee or appropriate administrator
- UP reviews submission materials with the employee's current/original Job Posting when available.
- UP reviews internal and systemwide salary position
- UP schedules discussion(s) with the direct manager/employee to discuss submission materials, timelines, etc.

CONSULTATION (Iterative)/FINAL RECOMMENDATIONS
Employee-initiated requests:
- Upon preliminary completion of the request's analysis, UP schedules follow-up meetings with the employee to obtain additional information/input from the employee, and allow the employee to ask additional questions about the process.
- Following UP's meeting with the employee, UP schedules a meeting with the employee's direct supervisor to:
    - obtain additional information about the duties and responsibilities of the employee,
    - discuss the outcome of the position review,
    - confirm salary amount (confirms requested amount or provides recommendation) is in alignment with internal/system-wide data,
    - formalizes final recommendation and requests approval via email to the hiring manager and requests approvals from the direct manager and division head,
    - request the employee's direct manager, department budget analyst, and division head to provide email re-approval to class/comp for final changes. **Note:** This

step is not necessary if the final classification and salary amount requested is on the original request form.

Manager-initiated requests:

- Upon preliminary completion of the request's analysis, UP schedules follow-up meetings with the direct manager to:
    - obtain additional information about the duties and responsibilities of the employee,
    - discuss the outcome of the position review,
    - confirm salary amount (confirms requested amount or provides recommendation) is in alignment with internal/system-wide data.

FINAL APPROVALS

- The division head, the employee's direct manager, and the department's budget analyst sign off on the original submission.
- Once UP formalizes the final recommendation, if the final classification and salary amount requested is on the original request form, UP prepares the employee notification.
    - **Note:** If the final classification and salary amount requested is not the same as what was on the original submission, UP requests re-approval from the direct manager, department budget analyst, and division head via email.

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SALARY TRANSACTIONS

- The new salary is entered into CMS by UP Academic Personnel.
- AP places a copy of the letter in the employee's personnel file.