



California State University
Dominguez Hills

**REQUEST FOR IN-RANGE PROGRESSION SALARY INCREASE
FOR BARGAINING UNITS 2, 4, 5, 7, 9 AND C99 EMPLOYEES**

Employee: _____
First MI Last

Department: _____

PS Position #: _____ Classification: _____

Job Title: _____

Supervisor: _____

Current Salary: _____ % Increase Recommended: _____ New Salary: _____
(In whole dollar amounts)

Request Submitted By: Manager Incumbent

***Please note:** If this request is submitted by the incumbent, the incumbent must write a statement explaining the rationale for the request, and the manager should attach a memo indicating whether or not they support the request. If this request is submitted by the manager, he/she should write a statement explaining the rationale for the request. A revised position description must be attached to this request, if the request is based upon increased work assignments, increased work responsibilities, or added responsibilities and duties. If the request is based upon additional job training or added skills, these need to be described in the incumbent's or manager's statement. Generally, In-Range Progression Increases are between 3% - 5%. In all instances, the new recommended salary cannot exceed the maximum for the current classification's salary range.*

Check all that apply:

- _____ Increased work assignments including criteria new lead work or new projects
- _____ Increased work responsibilities
- _____ Obtained additional job training
- _____ Retention

- _____ Salary equity and other related salary
- _____ Obtained added skills
- _____ Added responsibilities and duties
- _____ Job Performance
- _____ Extraordinary performance (Unit 4 only)

Required Signatures for all In-Range Progression salary increase requests: [*Your signature indicates this process can begin*].

Manager Date

Divisional Fiscal Officer

Vice President Date

Human Resource Management Date

Vice President's Final Approval of In-Range Progression Increase: _____