

## IN-RANGE PROGRESSION PROCEDURES

### DEFINITION

An **In-Range Progression (IRP)** is a permanent base salary increase within the current classification salary range. It provides a method for an employee to move through a salary range and is contingent upon meeting the eligibility criteria established for each employee group. For represented employees, the eligibility criteria and procedures are defined by the relevant Collective Bargaining Agreement.

These procedures apply to employees in the following bargaining units: CSUEU (Units 2, 5, 7, 9), APC (Unit 4), TEAMSTERS (Unit 6), SUPA (Unit 8), UAPD (Unit 1), and Confidential Employees (C99).

### PLEASE NOTE:

- An in-range progression should **not** be promised to the employee prior to **final** review by the Office of Human Resources and final approval by the Vice President.
- The award of an in-range progression shall be final and shall not be subject to: CSUEU Article 7, Grievance Procedure or CSUEU Article 8, Complaint Procedure; APC Article 10, Grievance Procedure; SUPA Article 7, Grievance Procedure; UAPD Article 8, Grievance Procedure.
- **Eligibility Criteria (per bargaining unit) can be found later in this document.**

### PROCEDURES TO SUBMIT IRP REQUEST

An employee may submit an in-range progression request to their (non-bargaining unit) manager (MPP). However, only CSUEU, TEAMSTERS, APC and UAPD employees may submit requests directly to Human Resources (HR) Classification and Compensation, in the event that the manager does not forward the request to HR Classification and Compensation within 30 days. A **Complete IRP request packet** should be submitted to Human Resources.

In-range progressions are **funded by the initiating department**. There are only two ways to submit an IRP request: **Employee-Initiated** and **Management-Initiated**. **NOTE:** Failure to submit any of the required documents/forms may delay the processing of the request.

### EMPLOYEE REQUESTS:

If an employee believes they are eligible for an IRP (based on the relevant [Eligibility Criteria](#)), the following should be completed and submitted to the (non-bargaining unit) manager (MPP):

1. **Complete the In-Range Progression (IRP) Request Form**, which can be found on the Human Resources [Classification & Compensation webpage](#) under “**In-Range Progression**”.
2. **Complete the Justification section on the IRP Request Form** that explains the factors that support the request and criteria selected.
  - The **effective date** of an approved IRP increase will be at the beginning of the next pay period following the receipt of all required paperwork in Human Resources.
3. **Supporting Documentation** employees are encouraged to provide supporting documentation if the request is based upon additional work assignments, responsibilities, or duties.

## **MANAGEMENT REQUESTS:**

If a manager (MPP) believes an employee is eligible for an IRP (based on the relevant [Eligibility Criteria](#)), the following should be submitted to Classification & Compensation:

1. **In-Range Progression (IRP) Request Form**, which can be found on the Human Resources [Classification & Compensation webpage](#) under “In-Range Progression”.
2. **Complete the Justification section on the IRP Form**; must address the factors that support the request and criteria selected.
  - The **effective date** of an approved IRP increase will be at the beginning of the next pay period following the receipt of all required paperwork in Human Resources.
3. **Revised Position Description** may be submitted along with the IRP Request Form if the request is based upon additional work assignments, responsibilities, or duties. The position description could highlight the changes to the duties/responsibilities and the organizational need for those changes, and should include appropriate signatures.

## **REVIEW PROCESS**

### **HUMAN RESOURCES REVIEW:**

The Office of Human Resources will conduct an analysis of the IRP request, however, the appropriate Vice President will have **final approval authority** for in-range progression requests. **Each IRP request is reviewed on a case-by-case basis.**

- HR will review the IRP Request Form and all supporting documentation submitted with the request.
- HR will respond with a decision to all requests within 90 days of receipt. The HR date stamp and/or email receipt will be used to resolve any disputes regarding the date of receipt.
- The Division Fiscal Officer will be notified by HR of the final disposition of the request, including the amount of any salary change, if applicable. HR will prepare a notification memo to notify the employee of the decision, with a copy sent to the Vice President and appropriate administrator.

## **ELIGIBILITY CRITERIA**

An IRP is based on one or a combination of considerations, subject to the respective Collective Bargaining Agreement.

Bargaining Unit	Article
CSUEU (Units 2, 5, 7 and 9)	<a href="#">Article 20 - Salary</a>
APC (Unit 4)	<a href="#">Article 23 - Salary</a>
Teamsters 2010 (Unit 6)	<a href="#">Article 24 - Salary</a>
SUPA (Unit 8)	<a href="#">Article 21 - Salary</a>
UAPD (Unit 1)	<a href="#">Article 19 - Salary</a>
Confidential Classifications (C99)	<b>Per the <a href="#">Confidential Employee HR Program Guidelines</a></b> <ul style="list-style-type: none"><li>a) A President or designee can grant this increase at any time;</li><li>b) The salary increase must be within the existing salary range and has no minimum increase percent requirement.</li></ul>

**IN-RANGE PROGRESSION REQUEST FORM****Employee Name:** \_\_\_\_\_**Department:** \_\_\_\_\_**Classification:** \_\_\_\_\_**Working Title:** \_\_\_\_\_**Appropriate Administrator:** \_\_\_\_\_

**Division:**

<input type="checkbox"/> Office of the President	<input type="checkbox"/> Administration & Finance	<input type="checkbox"/> Academic Affairs
<input type="checkbox"/> Information Technology	<input type="checkbox"/> University Advancement	<input type="checkbox"/> Student Affairs
<input type="checkbox"/> Office of Equity, Inclusion & Justice		

**Request submitted by:** ☐ Employee ☐ Appropriate Administrator **Date of request:** \_\_\_\_\_

\*If MPP does not submit review to HR within 30 days, employee may file the request directly with HR.

**CSUEU (Units 2, 5, 7, 9) \* – Criteria:**

<input type="checkbox"/> Enhanced skills	<input type="checkbox"/> Retention	<input type="checkbox"/> Equity	<input type="checkbox"/> New project coordination
<input type="checkbox"/> Out-of-class work	<input type="checkbox"/> Increased work-load	<input type="checkbox"/> Performance	<input type="checkbox"/> Other salary related criteria
		<input type="checkbox"/> New lead work	

**APC (Unit 4) - Criteria:**

<input type="checkbox"/> Equity	<input type="checkbox"/> Extraordinary performance
<input type="checkbox"/> Increased responsibilities or skills	

**Teamsters (Unit 6) \* – Criteria:**

<input type="checkbox"/> Long term service	<input type="checkbox"/> Retention	<input type="checkbox"/> Equity
<input type="checkbox"/> Increased work load	<input type="checkbox"/> Out-of-class work	<input type="checkbox"/> Performance
<input type="checkbox"/> Enhanced skill(s)	<input type="checkbox"/> New lead work	<input type="checkbox"/> New project coordination

**UAPD (Unit 1) \* – Criteria:**

<input type="checkbox"/> Equity	<input type="checkbox"/> Retention	<input type="checkbox"/> Enhanced skill(s)
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**SUPA (Unit 8) – Criteria:**

<input type="checkbox"/> Equity	<input type="checkbox"/> Performance
<input type="checkbox"/> Increased responsibilities and skills	

**Confidential Employees (C99) Criteria:** \_\_\_\_\_**Current Salary:** \_\_\_\_\_ **% Increase Recommended:** \_\_\_\_\_ **New Salary:** \_\_\_\_\_**Please note:**

If this request is submitted by the employee, the employee must provide a statement explaining the rationale for the request, and the manager should attach a memo indicating whether they support the request. If this request is submitted by the manager, they should provide a statement explaining the rationale for the request. If the request is based upon additional job training or added skills, these need to be described in the employee's or manager's statement.

**Justification:**

### Acknowledgment:

Appropriate Administrator

Date \_\_\_\_\_

Divisional Fiscal Officer

Date \_\_\_\_\_

Vice President

Date \_\_\_\_\_

## Classification & Compensation Manager

Date \_\_\_\_\_

Vice President approval for an In-Range Progression increase is required.