



Human Resources Management

1000 E. Victoria Street – WH 340 λ Carson, CA 90747 λ (310) 243-3771 λ FAX (310) 217-6947

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), SETC (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, SETC, 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 he/she is 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 Forms webpage at <http://www4.csudh.edu/hr/guide-forms/index> 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 Forms webpage at <http://www4.csudh.edu/hr/guide-forms/index> 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.

CSUEU (Units 2, 5, 7 and 9)

http://www.calstate.edu/LaborRel/contracts_html/CSEA_Contract/2014-17/Article20.pdf

APC (Unit 4)

http://www.calstate.edu/LaborRel/Contracts_HTML/APC_Contract/article23.pdf

SETC (Unit 6)

http://www.calstate.edu/LaborRel/Contracts_HTML/SETC/2012/Article24.pdf

SUPA (Unit 8)

http://www.calstate.edu/LaborRel/Contracts_HTML/SUPA_Contract/2012/ARTICLE21.pdf

UAPD (Unit 1)

http://www.calstate.edu/LaborRel/Contracts_HTML/UAPD_Contract/2012/Article19.pdf

Confidential Classifications (C99) – per the Confidential Employee HR Program Guidelines

<http://www.calstate.edu/HRAdm/pdf2004/HR2004-37Guide.pdf>

- a) A President or designee can grant this increase at any time;
- b) The salary increase must be within the existing salary range and has no minimum increase percent requirement.



Human Resources Management

1000 E. Victoria Street – WH 340 λ Carson, CA 90747 λ (310) 243-3771 λ FAX (310) 217-6947

IN-RANGE PROGRESSION REQUEST FORM

Employee Name: _____

Department: _____

Classification: _____

Working Title: _____

Appropriate Administrator: _____

Division: Office of the President Administration & Finance Academic Affairs
 Information Technology University Advancement Student Affairs

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:

Enhanced skills Retention Equity New project coordination
 Out-of-class work Increased work load Performance Other salary related criteria
 New lead work

APC (Unit 4) - Criteria:

Equity Extraordinary performance
 Increased responsibilities or skills

SETC (Unit 6) * – Criteria:

Long term service Retention Equity Other salary related criteria
 Increased work load Out-of-class work Performance
 Enhanced skill(s) New lead work New project coordination

UAPD (Unit 1) * – Criteria:

Equity Retention Enhanced skill(s)

SUPA (Unit 8) – Criteria:

Equity Performance
 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, he/she 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 of an In-Range Progression increase is required.