

Employee Initiated In-Range Progression Request Form

INSTRUCTIONS

In order for the Employee Initiated IRP request to be accepted and reviewed, all of the items listed below are required at the time of submission to Human Resources. Please forward the completed and signed form, with any supporting documentation, to: class_comp@csustan.edu. Reviews will be conducted in accordance with the appropriate [Collective Bargaining Agreement](#). Incomplete requests will be returned to the initiating party. The Classification & Compensation Unit will confirm receipt of the request via email to the employee and the appropriate administrator.

STEP 1: EMPLOYEE DETAILS

Employee Name:	Employee ID:
Classification:	Working Title:
Supervisor/Manager Name:	Supervisor/Manager Email:
Division:	Department:
Bargaining Unit:	Have you received an IRP, Stipend, Bonus, or Reclassification within the last 12 months? If yes, _____ received on: _____
Written justification for the request is attached (please be as thorough as possible with the written justification)	

STEP 2: UNIT-SPECIFIC IRP REQUEST CRITERIA *(Note that non-applicable criteria selected will be automatically denied)*

UNIT 1 – UAPD (Complete this section only if you are represented by UAPD)

Assigned application of enhanced skill(s) Retention Equity

UNIT 2, 5, 7, 9 – CSUEU (Complete this section only if you are represented by CSUEU) *Also applicable to C99

Assigned application of enhanced skill(s) Retention Equity Performance Increased Workload
 Out of classification work that does not warrant a reclassification New lead work or project coordination functions given to an employee on an on-going basis by appropriate administrator where the classification standard/series do not specifically list lead work as a typical duty or responsibility. Other salary related criteria: **Specify in written justification**

UNIT 4 – APC (Complete this section only if you are represented by APC) Please note: APC represented employees should submit this request directly to Human Resources.

Market or pay Increased Responsibilities and skills Extraordinary Performance

UNIT 6 – Teamsters (Complete this section only if you are represented by Teamsters)

Assigned application of enhanced skill(s) Retention Equity Performance Increased Workload
 Out of classification work that does not warrant a reclassification New lead work or project coordination on an ongoing basis Long-term service Other salary related criteria: **Specify in written justification**

STEP 3: ACKNOWLEDGMENT

All requests submitted to Human Resources (including Employee Initiated) must include the below signatures.
**Unit 4 (APC) may submit directly to class_comp@csustan.edu*

Required Signatures (as applicable)	Print Name	Signature	Date forwarded to next level administrator
Employee			
Supervisor/Manager			
Dean/Director/AVP			
Vice President			

*Submit completed and signed request, with any supporting documentation, to: class_comp@csustan.edu.