

## Management Initiated In-Range Progression Request Form

### INSTRUCTIONS

In order for the Manager-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](mailto: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:	Has the employee received an IRP, Stipend, Bonus, or Reclassification within the last 12 months? If yes, _____ received on: _____
Written justification for this request is attached (please be as thorough as possible with the written justification)	

### STEP 2: BUDGET & POSITION CONTROL INFORMATION

*(To be completed by manager & confirmed by department budget analyst)*

CMS Position Number	Suggested/Requested Increase Amount %	Max Annual Salary Funding	Funding Available	Internal Department Budget Analyst Date:

### STEP 3: UNIT SPECIFIC IRP REQUEST CRITERIA

*(Note that non-applicable criteria selected will be automatically denied)*

#### UNIT 1 – UAPD (Complete this section for employees represented by UAPD)

- Assigned application of enhanced skill(s)     Retention     Equity

#### UNIT 2, 5, 7, 9 – CSUEU (Complete this section only for employees 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 for employees 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 for employees 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 4: ACKNOWLEDGMENT

**All requests submitted to Human Resources must include the below signatures.**

Required Signatures as applicable	Print Name	Signature	Date forwarded to next level administrator
Requested by			
Appropriate Administrator			
Dean/Director/AVP			
Vice President			

\*Submit completed and signed request, with any supporting documentation, to: [class\\_comp@csustan.edu](mailto:class_comp@csustan.edu).