



## In-Range Progression (IRP) Request Form

Employee Initiated (CSUEU, UAPD, APC, SETC)

Administrator (Supervisor) Initiated (All CBA's)

Employees of CSUEU, UAPD and SETC may initiate an In-Range Progression request and forward to their appropriate administrator (supervisor). If the appropriate administrator (supervisor) (including the Next Level Administrator and Division VP) has not forwarded the request to Human Resources (HR) within thirty (30) days, the employee may file the request directly with HR. Employee initiated IRP request for APC employees shall be submitted directly to HR.

### Employee Information:

Employee's Name: \_\_\_\_\_ Classification: \_\_\_\_\_ Bargaining Unit: \_\_\_\_\_  
Department: \_\_\_\_\_ Appropriate Administrator (Supervisor) Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Appropriate  
Administrator (Supervisor)

\_\_\_\_\_  
Date Appropriate Administrator  
(Supervisor) Received

\_\_\_\_\_  
Date Forwarded to  
Next Level Administrator

### IRP Criteria:

To be completed by applicant.

Note: Employee's in CSUEU and SETC, per applicable CBA, may be granted for reasons that include, but are not limited to the following:

- Assigned application of enhanced skill(s) (UAPD, CSUEU, SETC)
- Retention (UAPD, CSUEU, SETC)
- Equity (UAPD, CSUEU, SUPA, SETC)
- Market or Pay Equity (APC)
- Performance (CSUEU, SUPA, SETC)
- Out-of-classification work that does not warrant a reclassification (CSUEU, SETC)
- Increased workload (CSUEU, SETC)
- New lead work or project coordination functions given to an employee on an on-going basis by an appropriate administrator where the classification standard/series do not specifically list lead work as a typical duty or responsibility (CSUEU, SETC)
- Other salary related criteria (CSUEU, SETC)
- Increased responsibilities and skills (APC, SUPA)
- Extraordinary Performance (APC)
- Long Term Service (SETC)

Applicant to provide justification for IRP request and attach additional documentation if needed.

Note: Employees are encouraged but not required to include supporting documentation.

Note: Employee's in CSUEU and SETC, per applicable CBA, that may be granted for reasons that include, but are not limited to the criteria listed may provide any additional information below:

### To Be Completed By Next Level Administrator:

Dean/Director/AVP Reviewed and Forwarded to VP:

Dean/Director/AVP Name: \_\_\_\_\_ Date received by Dean/Director/AVP: \_\_\_\_\_

Dean/Director/AVP Signature: \_\_\_\_\_

### **Forward to VP**

### To Be Completed By Division VP:

Vice President Reviewed and Forwarded to Human Resources:

Vice President Name: \_\_\_\_\_ Date received by Vice President: \_\_\_\_\_

Recommended and forward to HR

Not Recommended and forward to HR

Forward to HR

Vice President Signature: \_\_\_\_\_