

In-Range Progression (IRP) Request Form Guidelines

I. Definition

An in-range progression (IRP) is a permanent salary increase within a salary range for a single classification, or within a sub-range of a classification skill level, for employee groups who are eligible per the applicable Collective Bargaining Agreement (CBA).

II. Criteria

An IRP request is based on one or more of the criteria identified per the applicable CBA. Specific criteria, as listed on the IRP Request Form, and additional information may be found under the salary article at:

http://www.calstate.edu/LaborRel/Contracts_HTML/current_cba.shtml for each CBA as referenced below. Applicants are encouraged to review the applicable CBA provision before completing the IRP Request Form.

CSUEU (Bargaining Units 2, 5, 7 and 9), Article 20

APC (Bargaining Unit 4), Article 23

SETC (Bargaining Unit 6), Article 24

SUPA (Bargaining Unit 8), Article 21

UAPD (Bargaining Unit 1), Article 19

III. IRP Request Procedures

1. **Employee-Initiated Requests:** CSUEU, UAPD or SETC employees shall submit an IRP request to their appropriate administrator (supervisor). APC employee shall submit an IRP request directly to HR.
 - a. **Complete In-Range Progression (IRP) Request Form.**
 - b. **Submit to immediate appropriate administrator (supervisor) (CSUEU, UPAD, SETC).**
Employees may submit IRP requests directly to HR if immediate appropriate administrator (supervisor) has not forwarded the request within 30 days.
 - c. **Appropriate Administrator (supervisor) forwards IRP Request Form and any additional supporting documentation to next level administrator who will in turn review and forward the request to the division VP for review and signature.**
 - d. **The Vice President forwards the materials to the Human Resource Department.**

Note: Employees are encouraged but not required to include any additional supporting documents such as position descriptions, organizational charts, performance evaluations, or other relevant documents for consideration.

2. **Administrator (Supervisor)-Initiated Request:** Please complete the following steps
 - a. **Complete In-Range Progression (IRP) Request Form.**
 - b. **Appropriate Administrator (supervisor) forwards IRP Request Form and any additional supporting documentation to next level administrator and division VP for review and signature.**
 - c. **The Vice President forwards the materials to the Human Resource Department.**

When the following documents are available, they should be submitted with the IRP request form. The documents are required when they are related to the reason(s) for which the IRP is requested.

- i. **Updated position description**, identifying changes to the duties/responsibilities and the organizational need for those changes as related to the IRP criteria that was selected. It is the supervisor's responsibility to update the position description before submitting the IRP request to HR and with appropriate signatures.
- ii. **Current organizational chart** for unit showing names, classifications and working titles.
- iii. **Copy of most recent performance evaluation**, with all appropriate signatures.

- iv. **Equity Considerations**, any equity related information that may be relevant in justifying the request.

Note: Before submitting the IRP request to the VP, the appropriate administrator shall review the request form to ensure that the appropriate criteria has been addressed and reviews and signatures have been obtained.

IV. ADMINISTRATIVE REVIEW: The final responsibility to submit an in-range progression request to Human Resources is that of the area Vice President. Requests will go through appropriate levels of review and signature before being submitted to HR within the timelines of the applicable CBA provision.

1. **Appropriate Administrator (Supervisor):** The term appropriate administrator (supervisor) as used in this document is the first level administrator outside the employee's bargaining unit. For example, a Department Chair is the immediate appropriate supervisor over a bargaining unit employee.
2. **Division Administrator:** (e.g. Division Dean, Senior Director/Director, Assistant/Associate Vice President).
3. **Division Vice President:** The Division Vice President will have final responsibility to submit an in-range progression request to Human Resources.

V. HUMAN RESOURCE REVIEW

The Office of Human Resources (HR) has been delegated authority to approve or deny an IRP request.

- a. HR will acknowledge receipt of employee and administrator (supervisor) initiated IRP requests in writing (email).
- b. HR will review the IRP Request Form and all supporting documentation submitted.
- c. HR will respond with a decision within the required timelines of the applicable CBA.
- d. HR will notify the appropriate administrator (supervisor) of the decision, including the amount of any salary change, if applicable. HR will provide the appropriate administrator (supervisor) and the employee with a memo to notify the employee, Division Administrator and Division Vice President of the decision of an employee initiated request. If an employee receives a denial for a requested In-range Progression, HR shall provide the employee with a written reason for denial.

VI. OTHER PROVISIONS:

1. An employee shall not submit a request for an in-range progression prior to **twelve (12) months following receipt of a response (CSUEU)/submission (APC)** to any prior in-range progression requests, per applicable CBA.
2. The effective date of an approved in-range progression salary increase will be the beginning of the next pay period following Human Resources receipt of the IRP request form and the supporting documentation.
3. Per applicable CBA, the decision regarding 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; SETC Article 9, Grievance Procedure.
4. Where a CSUEU employee has been notified in writing that the employee's in-range progression was denied solely due to a lack of funds, upon the employee's request, the employee's in-range progression application shall be re-evaluated in the following fiscal year.

For additional information or clarification of these guidelines or assistance with the procedures, please contact the Human Resources Classification & Compensation Unit at 667-3351.