



## 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 are defined by the relevant Collective Bargaining Agreement.

These procedures apply to the following employees: CSUEU (Units 2, 5, 7, 9), APC (Unit 4), SETC (Unit 6), SUPA (Unit 8), UAPD (Unit 1), and Confidential Employees (C99).

### PROCEDURES TO SUBMIT IRP REQUEST

All employees may submit an in-range progression request to their (non-bargaining unit) manager (MPP). However, only CSUEU 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 Classification & Compensation via email at [classandcomprequests@csus.edu](mailto:classandcomprequests@csus.edu), or via campus mail to Campus Zip 6032.

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 will result in the forms being returned and will delay the processing of the request until such time as the proper documentation is supplied.

#### EMPLOYEE-INITIATED REQUESTS:

If an employee believes he/she is eligible for an IRP (based on the 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://www.csus.edu/hr/forms.html>, under Classification and Compensation.
  2. **Complete the Justification section on the IRP Request Form** that explains the factors that support the request and criteria selected.
    - **Indicate the date the request was given to the manager. CSUEU and UAPD Employees Only:** May submit IRP requests directly to HR after first submitting the request to their immediate (non-bargaining unit) manager (MPP) and manager did not forward request within 30 days.
- When submitted electronically an automatic email response will be sent indicating a **decision from HR will be sent within 90 days**.



- Normally, in-range progressions will be effective the beginning of the pay period following receipt by the Office of Human Resources of all information necessary to make a final decision.

#### **MANAGEMENT-INITIATED REQUESTS:**

If a manager (MPP) believes that their 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://www.csus.edu/hr/forms.html>, under Classification and Compensation.
2. **Complete the Justification section on the IRP Form**; must address the factors that support the request and criteria selected. **NOTE: A memo will also be required if this is an employee-initiated request.**

**Where the following documents are available, then they should normally be submitted with the request. The documents are required when they are necessarily related to the reason(s) for which the IRP is requested.**

1. **Updated position description** should highlight the changes to the duties/responsibilities and the organizational need for those changes, and should include appropriate signatures.
  2. **Current organizational chart** showing names, classifications, working titles, and reporting relationships
  3. **Copy of current performance evaluation**, must be from most recent fiscal year with all appropriate signatures.
- An automatic email response will be sent indicating a **decision from HR will be sent within 90 days.**
  - Normally, in-range progressions will be effective the beginning of the pay period following receipt by the Office of Human Resources of all information necessary to make a final decision.

#### **APPROVAL PROCEDURES**

##### **INITIAL MANAGER REVIEW:**

The immediate (non-bargaining unit) manager (MPP) shall review the request to ensure that the appropriate criteria has been clearly addressed. If this is an employee-initiated IRP request, the immediate manager must include a memo providing his/her feedback regarding the request with the paperwork sent to HR. If the manager does not agree with or support the request, that should be indicated in a memo before forwarding the packet to the appropriate administrator. If approved for further consideration, the request shall be forwarded to the appropriate administrator for additional review.



### APPROPRIATE ADMINISTRATOR REVIEW:

The request shall be reviewed by the administrator (MPP) who has budget authority over the position involved. The administrator should consider other departmental employees in similar positions to ensure that increases are applied equitably.

- The administrator may have an informal meeting with their HR Classification and Compensation representative for a preliminary review to assess appropriate classification, internal salary comparisons, organizational equity, external comparisons and market data, as applicable.
- The administrator will assure that department budget funds are available to cover the cost of the action if the request is approved.
- The administrator may also include a memo providing his/her feedback regarding the request with the paperwork sent to HR.
- Where a determination is made that an IRP should not occur, a manager may request a reconsideration by sending a justification memo to Classification & Compensation within five (5) business days of notification of the original decision; the justification memo will then be forwarded to the Vice President for Human Resources. The justification memo should include a detailed statement indicating the reasons for disagreement with the original determination.

### HUMAN RESOURCES REVIEW:

The Office of Human Resources, as delegated by the President, will determine whether or not an IRP should occur. **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. If additional review time is necessary, HR will advise all appropriate parties in writing.
- The administrator with budget authority will be notified by HR of the final disposition of the request, including the amount of any salary change, if applicable. HR will provide the administrator and/or manager with a memo to notify the employee of the decision.
- **For employee-initiated (CSUEU and UAPD ) requests:** The results memo will go to both the manager and the employee.

#### **NOTE:**

- If an employee has been notified in writing that the IRP request was denied solely due to the lack of funds, then the employee may have the right under the Collective Bargaining Agreement to request that their application be re-evaluated in the following fiscal year.

### **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](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](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](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](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](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/HRAAdm/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.

**PLEASE NOTE:**

- An in-range progression should **not** be promised to the employee prior to **final** approval by the Office of Human Resources.
- 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.