

## In-Range Progression Request Form

### INSTRUCTIONS:

An IRP request may be submitted by either the employee or the employee's Appropriate Administrator (non-bargaining unit supervisor or manager). Represented employees may have the right to submit an employee-initiated request. Complete **PART I** of this form and submit to the **Appropriate Administrator** for signature. Once the Appropriate Administrator has signed the request, he/she submits directly to Human Resources (HR). APC (Unit 4) employees may submit the request directly to HR and additional signatures required in PART II will be obtained by HR.

### PART I

Request initiated by:  Employee  Manager Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Department: \_\_\_\_\_ Division/College: \_\_\_\_\_

Classification: \_\_\_\_\_

Please identify the reason for the In-Range Progression (IRP) request by checking the appropriate box: *For more information on eligibility criteria, please see Appendix A as additional information may be required to process the request.*

**(UAPD – Unit 1) Union of American Physicians and Dentists:** Represented employees shall submit their requests to their Director/Administrator. In the event that the administrator does not forward the request to HR within thirty (30) days, the employee can file the request directly with HR.

- Assigned application of enhanced skill(s)
- Retention
- Equity

**(CSUEU – Unit 2, 5, 7 & 9) California State University Employees Union:** Represented employees shall submit their requests to their appropriate administrator. In the event the administrator does not forward the request to HR within thirty (30) days, the employee can file the request directly with HR.

- Assigned application of enhanced skill(s)
- Retention
- Equity
- Performance
- Out-of-classification work that does not warrant a reclassification
- Increased workload
- New lead work or new 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
- Other salary related criteria

**(APC – Unit 4) Academic Professionals of California:** An employee or manager may initiate an IRP Request. Employee-initiated requests shall be submitted to HR, and do not require manager review for submission.

- Increased responsibilities and skills of the employee
- In recognition of extraordinary performance
- Market or pay equity reasons

**(SETC – Unit 6) State Employee Trades Council: An employee or manager may initiate an IRP request. Employee-initiated requests shall be submitted to the appropriate administrator before being forwarded to HR.**

- Long-term service
- Retention
- Equity
- Assigned application of enhanced skill(s)
- Performance
- Out-of-classification work that does not warrant a reclassification
- Increased workload
- New lead work or new 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
- Other salary related criteria

**(SUPA – Unit 8) Statewide University Police Association: A manager may initiate an IRP request on an employee's behalf.**

- Increased responsibilities and skills of the employee
- Market or pay equity reasons
- Performance reasons

**JUSTIFICATION SECTION:**

Describe the rationale for this request, providing specific examples. An updated position description may be needed to document additional duties. Attach additional information if necessary.

**NOTE:** In-range progression review of employee requests shall be completed within ninety (90) days after the request is received in Human Resources. Human Resources will review the request and prepare a recommendation for review by the Appropriate Administrator. If the request is denied, the Appropriate Administrator must provide information regarding the denial of the request. If approved, Human Resources will submit an Employment Transaction Request (ETR), reflecting their recommendation. The ETR will be routed to the appropriate AVP or VP for final approval.

## **PART II: Signatures**

### **Employee**

Signature acknowledges the request is being submitted for review (If employee initiated.)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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### **Approval by the Appropriate Administrator**

**(Immediate Non-Bargaining Unit Supervisor or Manager)**

Denied

Approved

Recommended Salary Increase: \_\_\_\_\_%

\_\_\_\_\_  
Appropriate Administrator Name

\_\_\_\_\_  
Appropriate Administrator Signature

\_\_\_\_\_  
Date

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### **Approval by AVP or Dean**

Denied

Approved

Recommended Salary Increase: \_\_\_\_\_%

\_\_\_\_\_  
AVP/Dean Name

\_\_\_\_\_  
AVP/Dean Signature

\_\_\_\_\_  
Date

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## **PART III: HR Review**

**Evaluation by the HR Manager Conducting the Classification and Compensation Review**

HR does not support

Recommended Salary Increase: \_\_\_\_\_%

\_\_\_\_\_  
HR Manager's Name

\_\_\_\_\_  
HR Manager's Signature

\_\_\_\_\_  
Date

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## **Appendix A: Criteria for an In-Range Progression**

### **Assigned Application of Enhanced Skills:**

A growth in skills or the development of new skills and abilities required by the position as determined by management and regularly applied by the incumbent. The enhanced new skills and abilities must be consistent with the requirements of the classification and/or applicable skill level. By acquiring these enhanced skills, the employee takes on additional responsibilities which do not warrant movement of the position into a higher classification/skill level. *Information must be submitted identifying the time spent performing responsibilities resulting from acquisition of the enhanced new skills must be linked to the position's essential duties and are not isolated, infrequent, non-essential or temporary duties.* (CSUEU, SETC and UAPD)

### **Extraordinary Performance:**

Employee's job performance is exceptional in comparison to job requirements and the employee has made significant contributions to the goals and objectives of the University and the unit. There must be a current performance evaluation on file, and the employee's overall rating should reflect "Outstanding". *A performance evaluation that reflects the current evaluations period must be attached to the request at the time of submission and description of the contributions and performance included in the request.* (CSUEU, APC, SETC and SUPA)

### **Increased Responsibilities and Skills:**

Permanent and significant increase in responsibilities that does not warrant movement of the position into a higher classification/skill level. *These responsibilities must be reflected in the position description. An updated position description may be needed.* (APC and SUPA)

### **Increased Workload:**

A permanent increase in duties and responsibilities by management as the result of a re-organization due to attrition or the permanent loss of a position. The reassignment of duties among existing positions within the organization unit shall remain within the classification and will not warrant movement of the position into a higher classification/skill level. *These responsibilities must be reflected in the position description. An updated position description may be needed.* (CSUEU and SETC)

### **Long Term Service:**

Ten years or more of full-time, continuous service. There must be a current performance evaluation on file and the employee's overall rating must reflect "Meets Expectations." (SETC)

### **New Lead Work or Project Coordination:**

New Lead work or project coordination is given to an employee on an on-going basis by an appropriate administrator, where classification standards do not have lead work or project coordination as a typical responsibility. For example, a Custodian who is assigned lead work responsibility, on a permanent basis should be considered for a reclass to Lead Custodian, not an IRP. (CSUEU and SETC)

### **Out of classification work that does not warrant reclassification:**

New, higher level, additional out of class duties and responsibilities determined by management and applied by the incumbent that do not warrant movement of the position into a higher classification/skill level. The amount of new duties or the percentage of time spent performing the new duties are not significant enough to warrant reclassification. The out of classification work represents 5% or less of the position duties. *These responsibilities must be reflected in the position description. An updated position description may be needed.* (CSUEU and SETC)

### **Retention:**

When a current employee receives an offer of employment from an external organization. It is necessary to describe how retaining the employee is critical to the ongoing operation of the department. *Formal documentation must be provided on the organization's letterhead and signed.* (CSUEU, SETC and UAPD)

### **Salary Equity:**

Salaries for similar positions at organizations that would normally compete for our employees in the higher education, public, and private sectors. Internal equity considerations are only appropriate when the nature of the work is substantially similar and when factors such as seniority, experience, education and/or professional certifications would not explain salary differentials among comparison cohorts. *It is recommended that equity data be requested by management in advance to minimize circumstances where an IRP must be denied because it is not substantiated by facts.* (CSUEU, APC, SETC, UAPD and SUPA)