

In-Range Progression Guide

I. DEFINITION

An In-Range Progression (IRP) is a **permanent** salary increase to a staff member's base salary. Such an increase is campus funded from departmental budgets and is made within the existing salary range established for the classification, or within the skill level sub-range for classifications with skill levels.

Note: An IRP is not a request for a classification review, nor does it change the employee's position class code or skill level. However, an updated Position Description will be needed if it is based on a change in the scope of work assigned.

For instructions related to requesting a *Job Review*, visit the Human Resources web page <http://www.fresnostate.edu/adminserv/hr/class-comp/index.html>

II. GENERAL CONDITIONS

- An employee must have completed his/her probationary period.
- An employee's most recent performance evaluation on file must reflect an overall rating of "Satisfactory" or above.
- An employee may request only one IRP within a 12-month period.
- Although rare, multiple management initiated IRP requests may be requested and approved, in the same year, for the same employees.

III. PROCEDURES TO SUBMIT IRP REQUEST

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. Please refer to appropriate Collective Bargaining Agreement (CBA) for additional information on employee-initiated requests.

Requests can be initiated by *employee or manager* for classifications represented by the following:

- **Union of American Physicians and Dentists (UAPD), Unit 1:** UAPD 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.
- **California State University Employees Union (CSUEU), Units 2, 5, 7, & 9:** CSUEU represented employees shall submit their requests to their appropriate administrator. In the event that the manager does not forward the request to HR within thirty (30) days, the employee can file the request directly with HR.
- **Academic Professionals of California (APC), Unit 4:** APC represented employees may submit an in-range progression request directly to HR on their own behalf. A manager may also initiate an IRP Request.
- **State Employees Trades Council (SETC), Unit 6:** SETC represented employees shall submit requests to the appropriate administrator before being forwarded to HR.

*For employees occupying positions within confidential classifications or represented by State University Police Association (SUPA) Unit 8, **requests are initiated by the manager.***

A. Employee Initiated Requests:

If an employee believes he/she is eligible for an IRP (based on the on relevant CBA criteria), the following should be completed and submitted to the non-bargaining unit supervisor or manager or Human Resources if indicated in your CBA:

1. **Complete the In-Range Progression (IRP) Request Form**, which can be found on the Human Resources Forms webpage at <http://www.fresnostate.edu/adminserv/hr/class-comp/index.html>
2. **Complete the Justification section on the IRP Request Form** that explains the factors that support the request and each criteria selected. See Appendix A.
3. **Submit the IRP Request Form to the** non-bargaining unit supervisor or manager.

**APC represented employees may submit the request directly to Human Resources.

Note: Please refer to the Approval Procedures below for further instructions.

B. Manager Initiated Requests:

If a manager believes that an employee is eligible for an IRP (based on the on relevant CBA criteria), the following should be completed and submitted to Human Resources:

1. Initiate an **Employee Transaction Request** via the online Fresno State Portal (HR Transaction module) or by submitting all required documents via email or hard copy to Human Resources.
2. Attach completed **In-Range Progression Request Form**.
3. Where the following documents are available and are related to the reason(s) for which the IRP is requested, they should be submitted with the request:
 - a) **Updated position description** highlighting the changes to the duties/responsibilities and the organizational need for those changes, if applicable.
 - b) **Current organizational chart** showing names, classifications, working titles, and reporting relationships.
 - c) **Copy of current performance evaluation** from the most recent fiscal year with all appropriate signatures.

Note: Requests submitted without the required documents may be considered incomplete and returned to the manager without consideration until complete.

IV. **ELIGIBILITY CRITERIA**

A represented employee's eligibility for an IRP is based on the criteria set forth in the applicable Collective Bargaining Agreement (CBA) which can be found here:

<http://www.calstate.edu/hr/employee-relations/bargaining-agreements/>

- **UAPD (Unit 1) - Article 19. Salary**
- **CSUEU (Units 2, 5, 7 and 9) - Article 20. Salary**
- **APC (Unit 4) - Article 23. Salary**
- **SETC (Unit 6) - Article 24. Salary**
- **SUPA (Unit 8) - Article 21. Salary**

A confidential employee's eligibility for an IRP is based on the HR Program Guidelines, which can be found here:

<http://www.calstate.edu/HRAdm/pdf2004/HR2004-37Guide.pdf>

• **Confidential Classifications (C99) – Confidential Employee HR Program Guidelines**

Note: The IRP Request Form also provides guidance on identifying criteria as outlined in each CBA. See Appendix A.

V. APPROVAL PROCEDURES

ADMINISTRATOR REVIEW:

The immediate administrator (non-bargaining unit supervisor or manager) 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 next level administrator (AVP or Dean) for review.

AVP/DEAN (OR EQUIVALENT) REVIEW:

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

- The AVP/Dean may have an informal meeting with the HR Classification and Compensation Manager for a preliminary review to assess appropriate classification, internal salary comparisons, organizational equity, external comparisons and market data, as applicable.
- The AVP/Dean will ensure that department budget funds are available to cover the cost of the action if the request is approved.
- The AVP/Dean may also include a memo providing his/her feedback regarding the request with the paperwork sent to HR.
- If the AVP/Dean does not agree with the management-initiated IRP request, the AVP/Dean should meet with the manager to discuss the request and make a final decision before forwarding paperwork to HR.

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 administrators 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 non-bargaining unit supervisor or manager with a copy of the letter of notification to the employee.
- **For employee-initiated requests:** The results letter will be provided to the employee with a copy to the manager.
- 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.

VI. PERCENTAGE OF INCREASE AWARDED

IRP increases require the approval of Human Resources and the appropriate Administrator; and may require the Vice President's Approval.

- **1% - 5%** - Based on acquisition of additional essential duties. UAPD, CSUEU and SETC bargaining unit contracts require a minimum of 3%.
- **Above 5% - 10%** - Significant/critical organizational changes in duties and/or skills or market competition; documentation of legitimate salary offer from a competitor.
- **Above 10%**- An IRP of this magnitude is extremely rare. The requesting official must provide a detailed rationale related to the need for such a significant increase. The rationale must outline the organizational necessity, relevant internal comparisons, relevant external comparisons and market data, and a verification of the exceptional skills and abilities of the employee. Requires approval from the following: immediate administrator (non-bargaining unit supervisor or manager), AVP or Dean, Human Resources and Vice President/Cabinet.

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.

VII. APPEAL

IRP decisions shall be final and shall not be subject to either the Grievance Procedure or Complaint Procedure articles outlined in the Collective Bargaining Agreements.

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)