
Procedures for the Request and Approval of In-Range Progressions

Purpose:

An "In-Range Progression" is an increase within a salary range for a single classification or within a sub-range of a classification with skill levels.¹ An in-range progression may be based upon the assigned application of enhanced skill or skills, equity, retention and/or other salary related criteria determined to be of value to the University by the President, the President's designee or appropriate administrator. It most often occurs in one of three situations:

1. when the university desires to compete with external competition to retain employees with critical job skills and the manager agrees to assign additional job responsibilities at a higher rate of compensation,
2. when an internal equity issue has been identified, or
3. when an employee's skills and/or job assignments have grown significantly but cannot be compensated through a classification or skill level review.

Procedure for employees:

A request for an in-range progression review may be submitted by the employee or manager. Employee initiated in-range progression requests shall be submitted to the appropriate administrator before being forwarded to Human Resources.

Employees who feel they have acquired additional responsibilities that may result in a reclassification or in-range progression should complete the current form for requesting a review for possible reclassification.² This form must be signed by the supervising manager and forwarded to Human Resources. The classifier will determine if either a reclassification or in-range progression is justified based on the nature of the changes in job responsibilities. Classification and Skill Level Reviews for positions included in units 2, 5, 7 & 9 shall be completed within 180 days of receipt in Human Resources and In-range progression reviews shall be completed within ninety (90) days after the request is received in Human Resources.

Procedure for managers:

Managers who want to address any of the three situations described above should observe the following procedures.

1. The request must be initiated, in writing, by an appropriate manager and routed through the Director or Dean for approval of funding. Employees need the support of their manager for changes in job responsibilities that result in increased funding. Therefore, requests for in-range progressions initiated by employees that do not contain the appropriate approvals will not be accepted and will be returned to the originator without action.
2. The formal request must include:
 - a. a rationale or justification for the increase,
 - b. the specific amount of increase desired (as a percent or dollar value), and
 - c. the desired effective date. In the absence of a specified effective date the action will be effective at the beginning of the next full pay period following approval by Human Resources.
3. The request must provide assurance that department budget funds are available.

4. All requests for an in-range progression must be approved by Human Resources to ensure campus-wide consistency of compensation rates.
5. Rationale or Justification: The justification may include documented external competitive employment offer, internal equity information and/or a description of added duties and responsibilities. The manager shall provide a detailed rationale related to the need for such an increase. The manager shall summarize the organizational necessity and the exceptional skills and abilities of the employee. The request must be accompanied by an updated position description. Human Resources will review the request and provide an assessment of internal comparisons, external comparisons and/or market data. If Human Resources does not support the request for a salary increase in the case of marketplace competition, the requesting manager may appeal to the appropriate Vice President whose decision shall be final.
6. Range of Increases: In-range increases based on acquisition of additional duties are typically 5% or less. Increases above 5% are usually due to significant organizational changes or market competition documented in a legitimate salary offer from a competitor and resulting change in position description. Circumstances in individual cases may vary.
7. Requests above 10%:
In-range increases of this magnitude are 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. Consequently, the request must be accompanied by an updated job description prepared by the employee and a position description prepared by the manager. Human Resources will review the request and provide a recommendation to the Vice President on the advisability of the proposed salary increase. The President has the final authority in all personnel decisions.

It is the intention of the university to compensate employees at the appropriate level for the responsibilities they assume. If you have questions about the review process you should contact Employment and Recruitment, Classification and Compensation at x2032.

¹In-Range salary adjustments are limited to employees of CSEA (units 2, 5, 7 & 9), APC (unit 4), and Skilled Crafts (unit 6) only. Refer to the appropriate Collective Bargaining Agreement (CBA) for full details.

²Refer to the appropriate CBA for specific conditions that apply to the classification process.