

## Overview

An In-Range Progression (IRP) is an increase within a salary range for a single classification or within a sub-range of a classification with skill levels for those employees covered by bargaining units containing this provision. IRP increases are available to employees represented by the Union of American Physicians and Dentists (UAPD), California State University Employees Union (CSUEU), the Academic Professionals of California (APC), the State Employee Trades Counsel (SETC), and the State University Police Association (SUPA).

## Process

All IRP procedures will be administered in accordance with the applicable collective bargaining agreement.

In cases where duties or required skills and abilities have increased, a revised job description will be required. Employees may initiate a request for an IRP by submitting a request in writing, documenting the basis for the request, with relevant supporting documents attached, and forward to the Appropriate Administrator. The Appropriate Administrator shall sign the request to acknowledge receipt and then forward to Employment Services for review.

An IRP review and decision must be completed within ninety (90) days after the request is received by Employment services.

As part of the initial IRP review, a review of the job description, similar positions elsewhere on campus or within the system, and a review of market salary data for comparable positions will be evaluated.

## Approval

If approved, Employment Services will work with Appropriate Administrator to get a Personnel Action Form (PAF) submitted. If denied, the employee will be notified in writing by Employment Services. The decision of an IRP shall be final and shall not be subject to either a grievance or complaint.

An employee shall not submit a request for an IRP prior to twelve (12) months following receipt of a response to any prior IRP requests. APC employees shall not submit a request for an in-range progression prior to twelve (12) months following submission of any prior in-range progression request by the employee.

## Funding

All IRP salary increases are funded by campus funds only. Appropriate funding must be available to support such salary increases.

## Employee Requested In-Range Progression

For Represented Employees (CSUEU, APC, SUPA, SETC, and UAPD)

Employee initiated in-range progression requests shall be submitted to the Appropriate Administrator before being forwarded to Employment Services. APC employees shall submit their in-range progression request directly with Employment Services. Review of employee in-range progression requests shall be completed within ninety (90) days after the request is received by Employment Services. If an administrator has not forwarded the request within thirty (30) days, the employee can file the request directly with Employment Services.

Employee Name:	Empl ID:
Working Title:	Classification Title:
Email Address:	Department:
Appropriate Administrator:	Division:

**Reason for request:** (Please describe the reason for the request, and submit any appropriate supporting documentation).

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Appropriate Administrator Signature (Confirming Receipt of Request Only)**

\_\_\_\_\_  
**Date Received**

**For Employment Services Use Only:**

By:

Approved                  Denied