



<b>Human Resources Department</b>	
Subject: <b>In-Range Progression (IRP) Guidelines</b>	Date: <b>11/20/02</b>  Revised: <b>06/2005; 01/2006; 11/2006; 02/2016</b>
Owner(s): <b>Compensation Program</b>	Pages: <b>5</b>

**I. Purpose, General Guidelines, and Applicability:**

- A. **Definition:** An “**In-Range Progression**” (IRP) is defined as a salary increase within a salary range for a single classification or within a sub-range of a classification with skill levels.
- B. **Applicability:** This procedure applies to all employees represented by Collective Bargaining **Unit 1** (UAPD, Union of American Physicians and Dentists), **Units 2,5,7, and 9** (CSUEU, California State University Employees Union, Article 20.24), **Unit 4** (APC, Academic Professionals of California, Article 23.11), **Unit 6** (SETC, State Employees Trades Council, Article 24.5 – 24.10), and **Unit 8** (Statewide University Police Association, Article 21.14). This process is not for employees included in the Management Personnel Plan.
- C. **General Guidelines:** This process applies to all campus departments and organizations with staff members in the **UAPD** (Unit 1), **CSUEU** (Units 2, 5, 7, and 9), **APC** (Unit 4), **SETC** (Unit 6), and **SUPA** (Unit 8) classifications. However, the criteria may differ by bargaining group.

Please refer to the appropriate bargaining unit guidelines below for the applicable criteria/process guidelines.

**II. Request Process:**

- A. **Criteria**
  1. Requests for an In-Range progression may be submitted anytime.
  2. Approval by Division Vice President required prior to any type of commitment to employee.
  4. Increases above 5% require President’s approval.
  5. Minimum increase amounts required by contract must be met.

## B. **Guidelines**

1. **APC (Unit 4)**: An in-range progression salary increase is a permanent increase to the base pay of an employee based on significant changes in duties and responsibilities, but which do not warrant a classification change. It may also be used to recognize exceptional performance, to achieve equity or as a means to retain outstanding performers.

Employee Initiated: Employees may submit a request for an In-Range progression, but not more frequently than 12 months from the employee's prior in-range progression request. The request must be in writing and submitted through appropriate channels to the appropriate Human Resources Manager.

Management Initiated: Supervisors and managers may submit a request to Human Resources to initiate an In-Range Progression review for positions under their supervision/management based on the above criteria. The request must be signed by the appropriate Dean and/or Director, who shall forward the request to Human Resources.

2. **UAPD (Unit 1), CSUEU (Units 2, 5, 7, 9) and SETC (Unit 6)**: An in-range progression salary increase is a permanent increase to the base pay of an employee based on significant changes in duties and responsibilities, but which do not warrant a classification change. It may also be used to recognize exceptional performance, to achieve equity or as a means to retain outstanding performers, to recognize new ongoing lead work or project coordination functions given to an employee by an appropriate MPP Administrator that is not reflected in the classification standards or current job duties/job description as determined by Human Resources.

Employee Initiated: Employees may submit a request for an In-Range progression, but not more frequently than 12 months from receipt of response from their prior request. The request must be in writing and submitted through appropriate channels to an appropriate MPP Administrator. The appropriate MPP Administrator shall review, and if recommended, forward the request to the appropriate Dean/Director who shall forward the request to the appropriate Human Resources Manager. If an appropriate MPP administrator has not forwarded the request to Human Resources within thirty (30) days, the employee can file the request directly with Human Resources.

Management Initiated: Supervisors and managers may submit a request to Human Resources to initiate an in-range progression review for positions under their supervision/management based on the above criteria. The request must be signed by the appropriate Dean and/or Director, who shall forward the request to the appropriate Vice President who shall forward the request to Human Resources.

3. **SUPA (Unit 8):** An in-range progression salary increase is a permanent change in an employee's pay rate within a salary range due to increased responsibilities and skills of the employee, or for market or pay equity reasons, or for performance reasons.

**Employee Initiated:** Employees may submit a request for an In-Range progression, but not more frequently than 12 months from prior request. The request must be in writing and submitted through appropriate channels to a non-bargaining unit manager. The manager shall review, and if approved, forward the request to the appropriate Lieutenant/Chief who shall forward the request to the Vice President who shall forward the request to Human Resources.

**Management Initiated:** Supervisors and managers may submit a request to Human Resources to initiate an in-range progression review for positions under their supervision/management based on the above criteria. The request must be signed by the appropriate Dean and/or Director, who shall forward the request to the appropriate Vice President who shall forward the request to Human Resources.

C. **Review Process**

The review process for an in-range progression request shall be completed within ninety (90) days.

1. **Determine if the In-Range Progression salary increase is warranted by the appropriate MPP Manager.**
  - a. The employee's performance and areas of responsibility shall be reviewed and one or more of the following indicators must be demonstrated:
    - Identifiable and documental change in duties and responsibilities, but not to the extent that a new classification is warranted;
    - Additional Permanent or long-term assignments;
    - An increase in the level of skills critical to completion of duties;
    - Assumption of leadership role;
    - Employee initially hired at an inequitable rate due to funding, or underestimated position responsibilities;
    - Market equity consideration;
    - Retention of an employee for skills and knowledge beneficial to the University.
  - b. In addition to evaluating the above indicators, comparisons and contrasts to other employees in similar positions, both current and prior, shall be made to ensure that increases are applied equitably.
  - c. The percentage of time that the higher-level skills or responsibilities are required shall be constant and not on an isolated or infrequent basis.

## 2. Justification and Recommendation

- a. If it is determined that pursuit of the In-Range Progression salary increase is valid and warranted, the appropriate first-level appropriate MPP Administrator will prepare a **written justification** that will document the reasons for the In-Range Progression salary increase consistent with the parameters outlined above.
  - i. **The justification must include one or more of the indicators outlined in section 1a above and factors b and c.**
  - ii. **The justification shall also include an estimate of the cost and funding availability.**
- b. Once the written justification is completed, and the funds are identified by the appropriate MPP Administrator, the Administrator will forward the request through the appropriate MPP levels to the respective Dean/Director/AVP.
- c. Once the reviews have taken place, the Dean/Director/AVP shall forward the request to the appropriate Human Resources Manager.
- d. The written request will then be forwarded to the Human Resources Department for review and analysis. Requests will be reviewed by a Human Resources Manager in conformance with campus compensation practices and the appropriate collective bargaining agreement.
- e. After the HR analysis, the documents will be submitted to the appropriate Vice President, with a recommendation for a final decision.
- f. Once the Vice President approves a final decision, the Human Resources Department is notified.
- g. The Human Resources Department notifies the appropriate Dean/Director/AVP of the decision.
- h. The Human Resources Department will prepare a memorandum notifying the employee of the approval.

## 3. **Rates for In-Range Salary Increases**

- a. In-Range salary increases based on acquisition of additional essential duties are typically between 1% and 5%. The UAPD, CSUEU and SETC bargaining unit contracts require a minimum of 3%. The SUPA bargaining unit contract requires a minimum of a half-step increase (approximately 2.3%). The APC bargaining unit contract does not have a minimum salary increase requirement.

- b. Increases above 5% - 10% are usually due to significant/critical organizational changes in duties and/or skills or market competition documented in a legitimate salary offer from a competitor and resulting change in position description. Circumstances in individual cases may vary. Increases at this level require President's approval.
- c. Requests above 10% 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. Increases at this level require President's approval.