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# IRP

## A Practical Guide to In-Range Progression (IRP) for Units 2, 5, 7, & 9

### What is an IRP?

An in-range progression (IRP) is a provision of the CSUEU-CSU contract that provides a method for employees to move through their salary ranges as they assume additional or enhanced responsibilities and skills. An in-range progression carries a minimum salary increase of three percent (3.0%) and no maximum increase (Contract 2014-2017, Article 20.24).

### Is an IRP the same as a Reclassification or In-Class Progression?

No. An IRP is not a reclassification or an in-class progression. An IRP provides movement within employees' salary ranges. The employees are still performing the greater part of their work within their current classification and/or skill levels (KYR #01).

### What are the criteria for requesting an IRP?

An in-range progression may be granted for reasons that include, but are not limited to:

- 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

### Who can request an IRP?

A request for an IRP review may be submitted by the employee or manager. Employee-initiated in-range progression requests shall be submitted to the appropriate administrator. If the appropriate administrator has not forwarded the request to Human Resources within thirty (30) days, the employee can file the request directly with Human Resources. An employee shall not submit a request for an in-range progression prior to twelve (12) months following receipt of a response to any prior in-range progression requests. However, there is no limit on how often an administrator can submit a request.

### How long does an IRP review take?

An in-range progression review of an employee's request shall be completed within ninety (90) days after the request is received in Human Resources.

### Are there any campus IRP guidelines?

Yes. Each campus must have guidelines and procedures for an in-range progression that are consistent with the Collective Bargaining Agreement. Check your campus website or contact your local Human Resources office to request specific campus IRP guidelines.

### How do I start the IRP process?

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If you think your rights have been violated, contact your local CSUEU steward

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The employee should document and present the rationale for an IRP based on any one or more of the criteria above, focusing on the time period since his or her last reclassification or in-class progression. A request for an IRP simply takes a memo of justification to the appropriate administrator requesting the IRP.

Take the time to review your job description, the classification and qualification standards, and your performance evaluations. This will help determine if you qualify for an IRP. These materials will help the success of your IRP. This can be a long process involving work by many individuals, including managers, fellow union members, and you. If you are doing a great deal of out-of-classification work, you may need to request a reclassification instead.

### Key words and phrases to utilize in an employee request for an IRP

- Enhanced skills and abilities
- Retention
- Equity
- Increased work responsibilities
- Out-of-class work
- Additional permanent or long-term assignments
- Obtained additional skills
- Additional duties and responsibilities
- Special ongoing projects assigned
- Obtained additional job training, certifications, education, degrees, etc.
- Assumption of leadership role
- Special committee assignment
- Employee initially hired at an inequitable rate due to funding or underestimated position responsibilities

### What happens if my IRP is denied?

If the IRP is denied, the campus must provide the employee with a written reason for the denial. If denied solely due to a lack of funds, the employee can request to have his or her in-range progression application re-evaluated in the following fiscal year. The decision regarding the award of an IRP shall not be subject to either Article 7, Grievance Procedure, or Article 8, Complaint Procedure. However, the process can be grieved if the terms of Article 20.24 are violated.

If you have more questions or need assistance, contact a CSUEU union steward.

*Updated October 2015*



## Membership Application

• California State University Employees Union/CSEA •

PLEASE TYPE OR PRINT

CHAPTER/CAMPUS \_\_\_\_\_

Social Security No.	Last Name	First Name	Initial
Number and Street	City		Zip Code
Employed by Department	Work Location - Building		Room No.
Classification	E-mail	Business Phone	Home Phone
Recruiter Name (optional)			

I hereby apply for membership in the California State University Employees Union (SEIU 2579 - CSEA), an affiliate of CSEA, and hereby agree to abide by the CSUEU Bylaws and Policies, including those of the CSEA Policy File. In becoming a member, I authorize CSUEU to establish with the appropriate agency the withholding from my pay or retirement allowance of dues and any benefit deductions. I understand that my membership rights are set forth in the Policy files of CSUEU and CSEA, which are subject to amendment, and are affected by applicable labor contract(s) ("A Memorandum of Understanding" or "MOU") between CSUEU and the California State University, and a copy of the Policy Files and applicable MOU are always available to me by contacting CSUEU Headquarters, 1108 O Street, Suite 500, Sacramento, California 95814. Should an applicable MOU provide for the maintenance of membership, I understand that I must remain a member for the duration of the MOU, except that I may terminate membership during the last thirty (30) days of such MOU. Unless instructed to the contrary below, CSUEU is hereby authorized to withhold from my pay an additional \$2.00 per month for CSUEU's political activity.

By writing my initials in this box I instruct CSUEU NOT to withhold an additional \$2.00 per month for political activity.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_