



CHAPTER 308

IRP Criteria Justification Aids / Recommended Documentation

[In-Range Progression \(IRP\) Request Form](#)

[In-Range Progression \(IRP\) Request Form Guidelines](#)

Path: [csustan.edu/faculty-staff/human-resources/employee classification & compensation](https://csustan.edu/faculty-staff/human-resources/employee-classification-&-compensation)

- 1) **Enhanced skills** – training certification, degrees, awards, new work assignments where skills have been applied, organizational necessity, and any other supporting information
 - What skills have been acquired and/or enhanced?
 - Are these new/enhanced skills critical in carrying out the requirements of the position?
 - Are the enhanced skills applied in an effective and productive manner, thus adding value to the University?
 - Are they on-going, no temporary?

- 2) **Retention** - external competitive employment offer, difficulty in recruiting for the position, explanation of how your position is critical to the mission of the University and any other supporting information
 - How is the position critical to the mission of the University?
 - What would be the impact upon the University if the incumbent left?
 - Does the employee have an offer of employment outside the University that pays above his/her current salary? (*Must be accompanied by external competitive employment offer.*)

- 3) **Equity** – Internal or external market salary data justifying the request, including job descriptions, job qualifications, average salaries and/or salary ranges, history of difficulty in recruiting personnel and any other supporting information (CSUEU can provide salary information for CSU employees with bargaining unit 2, 5, 7 & 9, ask a steward)
 - Explain the nature of the salary issue.
 - How is the position critical to the mission of the University?
 - If there is an equity issue related to other substantially similar and critical positions within the department or division/University, provide specifics?

- 4) **Performance** – Performance evaluation(s), commendations, letters or emails of praise from students, faculty, staff, administration and/or community, other accomplishments and any other supporting information
 - In what way is the employee's performance exceptional?
 - How does the employee's exceptional performance add value to the University?
 - Provide specific examples.

- 5) **Out-of-classification work** – demonstrate performance of work activities atypical to job classification, and other support information (emails, letters, etc.); alternately the assignments could warrant a classification review, *possible resources are the classification qualification standards*
 - Have you taken on any new work? If so, when?
 - Did your job description change in light of this new work? Under what circumstances did you take on this new work (someone laid off, consolidation of services, position not refilled, someone retired or other)?
 - Is this new work higher responsibility or just more work? Explain.
 - What percentage of your current total work is taken up by this new work? (e.g. 10%)

- 6) **Increased workload** – Demonstrate increases in volume of work (same assignments but there is just simply more of them), factors for this can be enrollment growth, staff/faculty increases, additional course offerings, increased events/activities, etc.
 - Have you taken on any new work? If so, when?
 - Did your job description change in light of this new work? Under what circumstances did you take on this new work (someone laid off, consolidation of services, position not refilled, someone retired or other)?
 - Is this new work higher responsibility or just more work? Explain.
 - What percentage of your current total work is taken up by this new work? (e.g. 10%)

- 7) **New lead work or new project coordination** – this could be training other staff, providing work direction lead on a project and any other supporting information
 - Do the duties of the position include on-going lead or project coordination responsibilities, not included in the classification standard?

- 8) **Other salary related criteria** – long term service, and any other areas you would like considered; provide any available supporting information

Key words/phrases to utilize in an IRP Request:

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

Other information that might be useful in preparing your IRP request:

- 1) Date you were hired by the University
- 2) Date you began working in your current classification
- 3) Current gross monthly salary (or your last pay stub)
- 4) Date of last pay increase
- 5) Amount of last pay increase
- 6) Type of last pay increase
- 7) Date of last performance evaluation
- 8) Overall rating

**THIS INFORMATION CAN BE OBTAINED BY REVIEWING YOUR PERSONNEL FOLDER IN HUMAN RESOURCES*