



Q&A: IRP Workshops

Presented in Fall 2019 by Stacey Gross-Schneider, Classification and Compensation Analyst

Q - Can a Supervisor initiate an IRP and how is the employee notified?

A – Yes, Administrator initiated; employee will be notified and copied on the acknowledgement email.

Q – What is the timeline for the IRP Process?

A - Employee and Administrator initiated IRPs have similar timelines in regard to how long the process takes once received by HR (<90-days), but different timelines in regard to subsequent submissions. The employee may submit one every 12-months (from the date of the last IRP approval/denial). The Supervisor has no limiting timeframe and can initiate another IRP at any time.

Q - IRP Criteria – What is “other salary related criteria”?

A - “Other salary related criteria” is discretionary and applies to reasons not already covered in the contract.

Q - Additional Assignments from Supervisor? How do I document that?

A - Keep a log, a notepad and document every additional duty. Any new duties acquired should be documented. (Article 17.4) You may also request a meeting to verify these new assignments. (Article 17.3) You can also request a CSUEU rep attend with you.

Q - Can you turn in an IRP not signed by the Administrator?

A - The Administrator has 30-days to sign an Employee-Initiated IRP before they submit to HR. However, you do not have to wait 30-days to submit a copy to HR. You can submit a copy not signed by your Administrator to HR directly to expedite the process.

Q – What is the approval rate on Employee initiated IRPS?

A – The approval rate at Stan State is higher than most campuses – see attached

Q - Does Stacey (Compensation Analyst) meet with the Supervisor?

A - HR speaks with the department to get clarification on your performance or workload.

Q - Project and workload - What additional projects warrant an IRP?

A – Projects that are temporary in nature may warrant a stipend or bonus. This is one-time money. Permanent lead work and/or projects would warrant in IRP. IRP is a permanent increase to your pay. Speak to your supervisor to get more information and get verification in writing.

Q - After receiving your denial, can you meet with HR?

A - Yes, you can meet with HR. HR is not obligated to reconsider their decision; they did do that prior to 2019. It has not been done since Stacey took on this position in January 2019.

Q – Is the IRP process still subject to the Central Review Committee?

A - Yes, the CRC primary purpose is the budgetary piece. VP and Provost, etc....They meet to review the IRP.

Q - Who determines the IRP percentage increase?

A - Collective decision. No set amount, the minimum IRP is 3%.

Q – If a new employee’s starting salary is higher than an existing employee in the same classification, is management alerted that doing so creates a salary inequity?

A – Yes, management is alerted of the salary inequity.



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Q- Does seniority have a role in the IRP process?

A – Seniority is a consideration. Be prepared to document it. Request a PIMS list from your campus steward to verify length of service and review for possible salary inequity.

Q–How do you define an increased workload?

A - Increased workload can be new work assignments not listed in your position description or the same work you perform with an increase in quantity. Document these increases and/or new assignments.

Q – What is the difference between an IRP and Reclassification?

A - An In-Range-Progression is a permanent salary increase within your classification level. A reclassification involves new permanent responsibilities at a higher skill level/classification. We recommend documenting all changes in your workload.