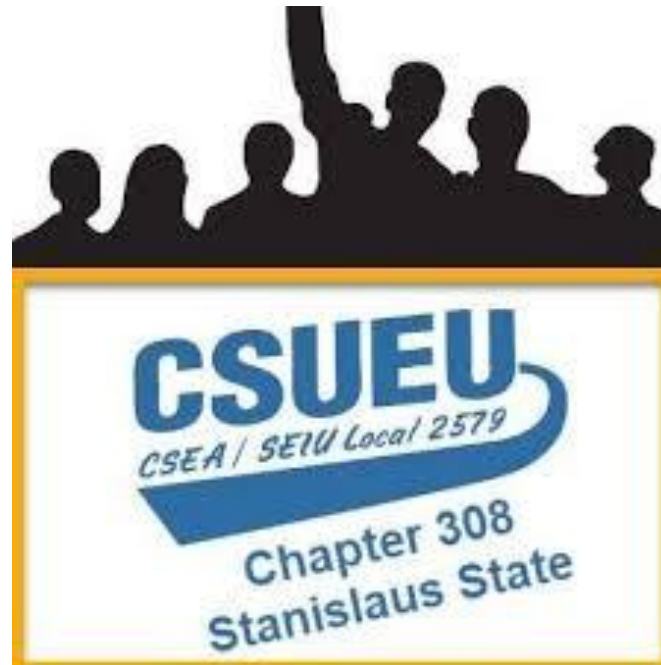




# How to Prepare Your In-Range Progression



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## In-Range Progression (IRP) Request Form



Employee Initiated (CSUEU, UAPD, APC, SETC)

Administrator (Supervisor) Initiated (All CBA's)

Employees of CSUEU, UAPD and SETC may initiate an In-Range Progression request and forward to their appropriate administrator (supervisor). If the appropriate administrator (supervisor) (including the Next Level Administrator and Division VP) has not forwarded the request to Human Resources (HR) within thirty (30) days, the employee may file the request directly with HR. Employee initiated IRP request for APC employees shall be submitted directly to HR.

### Employee Information:

Employee's Name: \_\_\_\_\_ Classification: \_\_\_\_\_ Bargaining Unit: \_\_\_\_\_  
Department: \_\_\_\_\_ Appropriate Administrator (Supervisor) Name: \_\_\_\_\_

Signature of Appropriate  
Administrator (Supervisor)

Date Appropriate Administrator  
(Supervisor) Received

Date Forwarded to  
Next Level Administrator

### IRP Criteria:

To be completed by applicant.

Note: Employee's in CSUEU and SETC, per applicable CBA, may be granted for reasons that include, but are not limited to the following:

- Assigned application of enhanced skill(s) (UAPD, CSUEU, SETC)
- Retention (UAPD, CSUEU, SETC)
- Equity (UAPD, CSUEU, SUPA, SETC)
- Market or Pay Equity (APC)
- Performance (CSUEU, SUPA, SETC)
- Out-of-classification work that does not warrant a reclassification (CSUEU, SETC)
- Increased workload (CSUEU, SETC)
- New lead work or 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 (CSUEU, SETC)
- Other salary related criteria (CSUEU, SETC)
- Increased responsibilities and skills (APC, SUPA)
- Extraordinary Performance (APC)
- Long Term Service (SETC)

Applicant to provide justification for IRP request and attach additional documentation if needed.

Note: Employees are encouraged but not required to include supporting documentation.

Note: Employee's in CSUEU and SETC, per applicable CBA, that may be granted for reasons that include, but are not limited to the criteria listed may provide any additional information below:

### To Be Completed By Next Level Administrator:

Dean/Director/AVP Reviewed and Forwarded to VP:

Dean/Director/AVP Name: \_\_\_\_\_ Date received by Dean/Director/AVP: \_\_\_\_\_

Dean/Director/AVP Signature: \_\_\_\_\_

Forward to VP

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# ASSIGNED APPLICATION OF ENHANCED SKILL

Training certification, degrees, awards, new work assignments where skills have been applied, organizational necessity, and any other supporting information.

- What skills have been acquired 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, not temporary?

# 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.*)



# 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.

- 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?

*A CSUEU steward can provide salary information  
for units 2, 5, 7 and 9.*

# 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.



# 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. *Refer to Classification Qualification Standards.*

- Have you been assigned 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*)?
- 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%)

# INCREASED WORKLOAD

Demonstrate increases in volume of work (same assignments but 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 applies to new work? (e.g. 10%)



# NEW LEAD WORK

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?



# OTHER SALARY RELATED CRITERIA

Long term service, and any other areas you would like considered; provide any available supporting information.





# OTHER INFORMATION NEEDED TO PREPARE YOUR IRP REQUEST

1. Date you were hired
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

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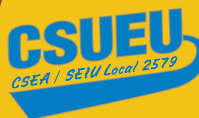
# NEXT STEP?

- ✓ Submit to your Dean/Director.
- ✓ Submit original to Human Resources.
- ✓ Keep copy for your records.

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# HOW TO PREPARE FOR YOUR NEXT IRP

- Using the correlating slide(s) from the IRP Presentation, answer all questions to help determine which criteria applies to your IRP;
- Create a checklist of items to include in your IRP;
- Track (or start tracking) items 1-8 from “Other Information Needed to Prepare Your IRP Request;”
- Gather all related back up documents in a Binder or Folder (Electronic or Hard Copy);
- Reach out to co-workers and supervisors for letters of support (if applicable);
- Ask a co-worker or friend to review your submission.

# QUESTIONS?



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