



# IRP

## A Practical Guide to In-Range Progression (IRP)

### What is an IRP?

An in-range progression (IRP) is a provision of the CSUEU-CSU contract that provides a method for an employee to move through their salary range as they assume additional or enhanced responsibilities and skills. An in-range progression carries a minimum salary increase of three (3) percent and no maximum increase (Section 20.40a).

### Is an IRP the same as a Reclassification?

No. An IRP is not a reclassification or an in-class progression. An IRP provides movement within an employees salary range. The employee is still performing the greater part of his or her work within their current classification and/or skill level.

### What are the Criteria for Requesting an IRP?

An IRP may be granted for the following reasons:

- Assigned application of enhanced skill(s);
- Retention;
- Equity;
- Performance;
- Recognition of 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; and,
- Other salary related criteria (Section 20.40b).

### 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 before being forwarded to 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. If an administrator has not forwarded the request to Human Resources within thirty (30) days, the employee can file the request directly with Human Resources (Section 20.40b).

### How long does an IRP Review take?

An in-range progression review of employee requests shall be completed within ninety (90) days after the request is received in Human Resources (Section 20.40b).

### Are there any Campus IRP Guidelines?

Yes. Each campus shall develop guidelines and procedures for an in-range progression (Section 20.40c). Check your campus website or contact your local Human Resources office to request specific campus IRP guidelines.

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## How Do I Start the IRP Process?

The employee should document and present rationale for an IRP based on any one or more of the criteria listed above which are necessary for requesting an IRP (Section 20.40b). This documentation and/or rationale should focus on the time period since his or her last reclassification or in-class progression. A request for an In-range progression simply takes a memo of justification to the appropriate administrator requesting the IRP.

## Key Words and Phrases to Utilize in an Employee Request for an IRP

- Enhanced skills and abilities
- Retention
- Equity
- Increased work responsibilities
- Additional permanent or long-term assignments
- Obtained additional skills
- Additional duties and responsibilities
- Special on-going projects assigned
- Obtained additional job training
- Assumption of leadership role
- Special committee assignment
- Employee initially hired at an inequitable rate due to funding or underestimated position responsibilities

## Can I File a Grievance on the Denial of an IRP?

No. The decision regarding the award of an IRP shall be final and shall not be subject to either Article 7, Grievance Procedure or Article 8, Complaint Procedure (Section 20.40c). However, the failure to abide by the procedures outlined in the contract would be grievable.

*Updated October 2007 (January 16, 2007-June 30, 2009 contract)*

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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, 1129 10th Street, 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 non-partisan political activity.

Form 1 (3/05)   By writing my initials in this box I instruct CSUEU *NOT* to withhold an additional \$2.00 per month for political activity.

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