

## IRP Request Form

### **Procedures and Form for the Request of an In-Range Progression (IRP) For Employees Represented by the California State University Employees Union (CSUEU)**

Article 20.24 of the Agreement between the Board of Trustees of the California State University and the California State University Employees' Union defines an In-Range Progression as, "An increase within a salary range for a single classification or within a sub-range of a classification with skill levels."

Requests are initiated by the employee or manager and are routed through the appropriate program manager(s) for funding approval and review to determine if the proposed justification meets the appropriate criteria. All employee-initiated requests must be forwarded by the program manager to Human Resources within 30 days. The minimum IRP salary increase is 3%. However, at no time can the amount exceed the maximum of the salary range of the employee's classification.

An employee shall not submit a request for an in-range progression prior to twelve (12) months following the receipt of a denial of a request for an in-range progression, or prior to 12 months from the effective date of an award of an in-range progression. 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.

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

- **Assigned application of new or enhanced skill(s):** 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? Attach an updated HR 120 Position Description.
- **Retention:** Does employee have an offer of employment outside of the university that pays above his/her current salary? (Must be accompanied by documented external competitive employment offer) What would be the impact upon the University if the incumbent left?
- **Equity:** Explain the nature of the salary issue. If there is an equity issue related to other substantially similar and critical position(s) within the department, division, or University, provide specifics.
- **Performance:** In what way is the employee's performance exceptional? Provide specific examples. Attach the current Staff Performance Evaluation Form.
- **Out-of-classification work that does not warrant a reclassification:** Describe the specific duties assigned or job functions that are outside of the current classification and/or skill level. Include the percentage of this work in relation to overall duties, not to exceed 50%. Attach an updated HR 120 Position Description.
- **Increased workload:** Explain how the workload has increased. Has the increased workload been permanently assigned? Attach an updated HR 120 Position Description.
- **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:** Has the employee been assigned new lead work or project coordination functions on an on-going basis by an appropriate administrator where the classification standards/series does not specifically list lead work as a typical duty or responsibility? Attach an updated HR 120 Position Description.
- **Other salary related criteria**

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Complete the following information below, route the packet through the appropriate program managers for review, comment and signature, and then forward to Human Resources for review. All decisions are subject to the final approval of the appropriate Vice President or designee. In-range progression review of employee requests shall be completed within ninety (90) days after the request is received in Human Resources. If an employee receives a denial of request for an In-Range Progression under this Article, then the campus shall provide the employee with a written reason for the denial.

Request Initiated By:

Name of Employee for Whom the IRP is Being Requested:

Division:

Department:

Current Classification:

Current Working Title (If Different):

**Justification** (to be completed by the individual requesting IRP review). Refer to criteria listed above for developing the justification.

**Person Requesting the IRP Review:**

**Print Name and Title:**

**Signature**

**Date**

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**Director/Department Head/Chair**

I have reviewed the information, confirmed the funding is available, and determined the IRP request meets the appropriate criteria and am recommending this action:

If **Yes**, what percentage IRP salary increase is recommended?

Please provide explanation below:

**Print Name and Title:**

**Signature**

**Date**

**Dean/Division Head**

If this action is recommended, please complete and attach a HR 101 Form.  
Please provide any additional relevant information:

**Print Name and Title:**

**Signature**

**Date**

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**Vice President (President's Designee)**

Please provide any additional relevant information:

**Print Name and Title:**

**Signature**

**Date**

**Please Route Completed Form to Human Resources for Final Review**