



**SAN DIEGO STATE  
UNIVERSITY**

**In-Range Progression Salary Increase Request Form**

Request Initiated by: <input type="checkbox"/> Employee <input type="checkbox"/> Manager	
Name of Employee for whom the IRP is being requested:	Division & Department:
Current Classification Title:	Current Working Title (if different):

**Please select the box or boxes that best describe the rationale for this request. If justification is added responsibilities, attach updated position description.**

- Assigned application of enhanced skill(s)
- Equity
- Addition of new project coordination functions (ongoing)
- Addition of lead responsibilities (ongoing)
- Retention
- Performance
- Other salary related criteria

**Describe the rationale for this request, providing specific examples in the space provided below. Attach additional information if necessary:**

--

<b>Print Name &amp; Title</b>	<b>Signature</b>	<b>Date</b>
-------------------------------	------------------	-------------

**HEERA Manager Review**

Comments:

<b>Funding Source:</b>
------------------------

<b>Print Name &amp; Title</b>	<b>Signature</b>	<b>Date</b>
-------------------------------	------------------	-------------

**Dean/Director Review**

<b>Print Name &amp; Title</b>	<b>Signature</b>	<b>Date</b>
-------------------------------	------------------	-------------

**Associate Vice President Approval or Budget Designee**

<b>Print Name &amp; Title</b>	<b>Signature</b>	<b>Date</b>
-------------------------------	------------------	-------------

**FOR USE BY HUMAN RESOURCES OFFICE ONLY. DATE REQUEST RECEIVED BY HR:**

Employee Name		Red ID No.	
Classification		Salary Range: Minimum    SSI Max.    Maximum	
Current Salary	Time Base	Anniversary Date (CSUEU)	
% Increase	New Full Time Salary	New Actual Salary	Effective Date:
Job Code:	Reporting Unit	Position No:	



SAN DIEGO STATE  
UNIVERSITY

## The Center for Human Resources

# GUIDELINES and PROCEDURES FOR IN-RANGE PROGRESSION REQUESTS

***In-Range Progression (IRP)*** is a specific salary increase provision available for employees covered by the CSUEU collective bargaining agreement January 16, 2007 - June 30, 2009. IRP is a **permanent** increase to a base salary within a salary range for a single classification or within a skill level sub-range for a classification with skill levels (i.e., Information Technology Consultant, Foundation, Career, Expert, Administrative Analyst/Specialist, Non-exempt, Exempt I, II, III).

**Purpose:** The following procedures and guidelines are designed to promote consistency and equitable IRP practices throughout the university.

### **Procedures:**

Requests for IRP may be initiated by an employee or by the employee's immediate non-bargaining unit supervisor (appropriate administrator). The following outlines the process and procedures for submitting an IRP request:

1. The request must be in writing and describe the specific basis upon which the request is justified. The written request should include rationale and how it meets one or more of the following the categories:
  - Assigned application of enhanced skills
  - Equity
  - Retention
  - 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
  - Other salary related criteria
2. The written request must be signed by the appropriate administrator(s) before being submitted to The Center for Human Resources (CHR). When an IRP request is initiated by the employee, the administrator has 30 days to forward the request to CHR. If the request is not forwarded to CHR within 30 days, then the employee may file the request directly with CHR.

3. Upon receipt in CHR, the request will be date/time stamped, and an acknowledgement will be sent to the administrator/supervisor, the employee, and the division budget officer.

4. The request will be assigned to an Analyst in CHR for review and evaluation. The decision of CHR will be communicated in writing to the administrator and employee within 90 days of receipt in the CHR.

The review and evaluation by the Analyst will include, but not be limited to, the following factors:

- Salary equity (within the department, division, and/or across campus)
- Recruitment and retention challenges
- Enhanced skill(s) which directly relate to the duties and responsibilities assigned i.e., related education, training and application to the job
- Salary history for the employee (particularly in relation to the initial hiring salary rate and reasons for that decision)
- Experiential growth and progression of knowledge in the position
- Performance evaluation patterns for the employee

For requests based upon equity, CHR will review university records of comparable positions in the same classification, or classification series, in the same division as the employee and on a campus-wide basis.

Requests based on other criteria will be reviewed on the basis of documentation submitted by the employee as part of the IRP request. CHR may request additional information from the employee and his/her appropriate administrator.

### **Documentation**

An employee may submit material in support of his/her request. Some examples of recommended documentation:

- *For enhanced skills:* Position description, written assignments and training documents or certification.
- *Retention:* Job advertisements outside of the university and job offers.
- *Performance:* Performance evaluations, commendations and awards.
- *Lead work/project coordination:* Position description and written assignments.

### **Budget Approval**

After CHR review and approval, the IRP request is submitted to the division budget designee for approval or denial. Approval is contingent upon available funds.

### **Awards**

An IRP, if approved, will result in a minimum 3% increase to base pay not to exceed the maximum for the range. No employee may be paid below the minimum or above the maximum of the salary range for their classification.

An IRP shall not be communicated or promised to an employee until final approval is secured from the CHR and the division budget designee.

The IRP will be retroactive to the first day of the pay period following the date the request for the IRP review was received in the CHR.

### **Appeal**

In-Range Progression decisions made in accordance with Article 20.40 of the CSUEU collective bargaining agreement shall be final and shall not be subject either to Article 7, Grievance Procedure, or Article 8, Complaint Procedure.

### **Additional Information**

Employees will be notified when an IRP request is received by CHR.

Upon request, employees will be provided with copies of materials used in the review process.

Questions about the procedures described above should be directed to The Center for Human Resources at extension x 4-1143.

For more information regarding In-Range Progression for the CSUEU visit:  
[http://www.calstate.edu/LaborRel/Contracts\\_HTML/CSEA\\_Contract/Article20.shtml](http://www.calstate.edu/LaborRel/Contracts_HTML/CSEA_Contract/Article20.shtml)