IN-RANGE PROGRESSION GUIDELINES

UAPD (Bargaining unit 1), CSUEU (Bargaining units 2, 5, 7, 9), APC (Bargaining unit 4), SETC (Bargaining unit 6) and SUPA (Bargaining unit 8)

A discretionary increase within a salary range for a single classification or within a sub-range of a classification with skill levels is referred to as an in-range progression. The increase can be no less than 3% (CSUEU), but generally no more than 5%, and is funded through the submitting department’s budget. For unit 8, the employee’s new base salary requires a half step or full step increase based on the unit 8 step rates in the CSU salary schedule.

I. What are the reasons for which an in-range progression may be granted?

A. Assigned application of enhanced skills.
   Substantive new skills that are both essential to the position and consistent with the current classification standards.

B. Increased permanent responsibilities. (except for Unit 1)
   Additional significant responsibilities (or out of classification work for CSUEU) that are not enough to warrant reclassification to a higher level.

C. Retention. (except for Units 4 and 8)
   Awarded when an employee has an offer of employment from an on-campus or off-campus organization. The requesting department must describe how the employee and position are critical to the ongoing operation of the department. Documentation of a legitimate salary offer from a competitor must be provided.

D. Equity.
   Comparison of salaries for similar positions at organizations that would normally compete for our positions in public, higher education or private sectors. Internal equity considerations are appropriate when the nature of the work is substantially similar and when factors such as seniority, experience, education and/or professional certifications would not explain salary differentials among comparison cohorts. Equity data must be requested well in advance to minimize circumstances where an IRP must be denied because it is not substantiated by facts.

E. Outstanding Performance (except for Units 1 and 6).
   The employee must have been in the current position for at least three years and each year of performance must be documented by an official performance evaluation. After an IRP has been awarded, the employee may be eligible for another IRP in this category once an additional three years of outstanding performance has been documented by an official performance evaluation.

F. Recognition of new lead work or new project coordination functions given to an employee on an ongoing basis by an appropriate administrator where the classification standard/series do not specifically list lead work as a typical duty or responsibility. (CSUEU only) Must be evidenced in a revised position description.
II. Is an in-range progression a substitute for a reclassification?

No. If the employee or the employee’s supervisor believes the employee’s duties, level and complexity of responsibilities and level of autonomy exceed the current classification, sub-range or skill level, a classification study should be requested.

III. What are the procedures for requesting an in-range progression?

A. The employee and/or appropriate administrator must complete the in-range progression recommendation form, identify budget funding and attach a written justification/rationale.
B. The form and the written justification/rationale are then forwarded to the dean or director of the employee’s unit/department for recommendation.
C. The form and the written justification/rationale are then forwarded to the vice president for recommendation.
D. The form and written attachment are then forwarded to Human Resources Management (HRM).
E. The Compensation/Classification unit of HRM will evaluate the request and make a recommendation to the AVP for HRM.
F. The AVP for HRM is the president’s designee and appropriate administrator to approve or not approve the In-Range Progression request. HRM will prepare the letter of approval that notifies the employee, the employee’s supervisor, the dean/director and the vice president. The ETF (Employee Transaction Form) is prepared by the employee’s department and routed through the normal ETF routing process.
G. If an in-range progression is not approved, HRM will provide written notification to the employee, employee’s supervisor, dean/director, and/or the vice president.

Additional Guidelines:

- Employee-initiated in-range progression requests shall be submitted to the appropriate administrator before being forwarded to HRM.
- If the administrator has not forwarded the request to HRM within thirty (30) days, the employee can file the request directly with HRM.
- 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.
- In-range progression reviews shall be completed within ninety (90) days after the request is received in HRM.
- Please refer to your respective collective bargaining agreement for more information.
- The decision of the AVP for HRM regarding the award of an in-range progression shall be final and shall not be subject to grievance and complaint procedures.