



## In-Range Progression Request Form (Unit 6)

### INSTRUCTIONS:

An In-Range Progression (“IRP”) request may be submitted by either the requesting employee or by the president, president’s designee, or an appropriate administrator. Reviews shall be completed within ninety (90) days after the request is received by Human Resources. If the IRP request is denied, the employee shall receive a written reason for the denial. 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. However, when an employee has been notified in writing that the employee’s in-range progression was denied solely due to budgetary or other financial reasons, the employee may submit a new in-range progression application after the start of the next fiscal year.

**\*Employee Initiated:** Complete **PART I** of this form and sign employee portion of **PART II**. Then, submit to **Human Resources (HR), Classification & Compensation Analyst** via email or hard copy.

**\*Administrator Initiated:** Complete **PART I** of this form and sign and complete appropriate administrator portion of **PART II**. Then, submit form to AVP/Dean for review and signature. AVP/Dean should then submit signed form directly to Human Resources (HR), Classification & Compensation Analyst. HR will work with VP’s office prior to finalizing.

### PART I

Request Initiated By:      **Employee**                      **Administrator/University**                      **Date:** \_\_\_\_\_

Employee Name: \_\_\_\_\_ Classification: \_\_\_\_\_

Division/College: \_\_\_\_\_ Department: \_\_\_\_\_

**Please identify the reason or reasons for the In-Range Progression (IRP) request by checking the appropriate box or boxes.** Review will be limited to the reasons checked below. For a description of each of the reasons upon which an IRP may be based, please see **Appendix A**.

Long-term service

Retention *(may only be requested and initiated by the President)*

Equity

Assigned application of enhanced skill(s)

Performance

Out-of-classification work that does not warrant a reclassification

Increased workload

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

**JUSTIFICATION:**

Describe the rationale for this request, providing specific examples. An updated position description may be needed to document additional duties. If additional space is necessary for explanation or other information, please attach additional pages to this form and note that there is an attachment in the box below.

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**PART II: Signatures**

**Employee (if employee initiated)**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

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**Human Resources (to be completed by Human Resources only)**

Date Received in Human Resources

Due Date (90 days from date received in HR)

Received by

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**Appropriate Administrator (for review or initiation)**

**(Immediate Non-Bargaining Unit Supervisor or Manager)**

Recommend Recommended Salary Increase: \_\_\_\_\_ %

Do Not Recommend

Please provide a brief justification in response to your recommendation above.

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**Appropriate Administrator Name**

**Appropriate Administrator Signature**

**Date**

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**AVP/Dean (Or Equivalent)**

Recommend Recommended Salary Increase: \_\_\_\_\_ %

Do Not Recommend

Please provide a brief justification in response to your recommendation above.

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**AVP/Dean Name**

**AVP/Dean Signature**

**Date**

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**Vice President**

Approved Approved Salary Increase: \_\_\_\_\_ %

Denied

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**Vice President Name**

**Vice President Signature**

**Date**

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**President (required ONLY if using "Retention" criteria)**

Approved Approved Salary Increase: \_\_\_\_\_ %

Denied

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**President's Name**

**President's Signature**

**Date**

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## **Appendix A: Criteria for an In-Range Progression**

- **Long-term service**

When considering whether to grant an in-range progression on the basis of (c) Equity, the campus should take into consideration, as one of the factors being considered, the length of service of the employee in the classification. To be considered for a long-term service in-range progression, an employee must have at least 10 years of continuous campus service in the current classification and overall "satisfactory" (or equivalent) performance evaluations in each of the three preceding performance evaluations.

- **Retention**

The president may adjust an employee's salary via an in-range progression to address a retention issue caused by an employee having received a bona fide offer of employment from another employer.

Where the request is based on the employee having received a bona fide offer of employment from another employer, Human Resources shall review the application expeditiously.

- **Equity**

(a) Internal Equity: An in-range progression may be considered where employees within the same classification performing substantially similar work are receiving different rates of pay than other employees on campus. An internal equity analysis will consider job related factors of an employee as compared to other employees within the same classification performing substantially similar work.

(b) External Equity: An in-range progression may be considered where market data establishes that individuals employed outside the campus performing substantially similar work are receiving higher salaries than those employed on the campus. An external equity analysis will consider total compensation and job related factors of an employee as compared to other external employee groups performing substantially similar work.

In determining whether or not to grant an in-range progression under this provision, campuses may consider whether or not the existence of external market differential in salaries for employees performing substantially similar work is negatively impacting the campus' ability to recruit and retain individuals within the classification.

- **Assigned application of enhanced skill(s)**

At the Appropriate Administrator's request, or as part of a preapproved training plan, the employee has within 12 months of the date of the request

- (i) Obtained new or enhanced skills; or
- (ii) Obtained a new license/certification; or
- (iii) Renewed an existing license/certification

AND

- (iv) The new or enhanced skills and/or license/certification is essential to the position and consistent with the current classification standards, and
- (v) The employee is being assigned work that requires the utilization of the new/enhanced skills and/or license/certification on a regular basis.

A routine renewal of a license/certificate shall not warrant the award of an in-range progression under this provision unless the renewal is done at the request of the appropriate administrator and the employee has not previously received an in-range progression in respect of this license/certificate.

(Continued on next page)

- **Performance**

To be eligible, the employee must have received a better than overall “satisfactory” (or equivalent) rating in at least three consecutive performance evaluations and have not received an in-range progression for performance in the prior three years.

- **Out-of-classification work that does not warrant a reclassification**

Additional duties and/or responsibilities have been added to the position that increase the complexity or scope but do not warrant a reclassification. Changes to the job must be substantial and on-going.

- **Increased workload**

- **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**

*The final determination regarding the award of an in-range progression shall be final and shall not be subject to Article 9 (Grievance Procedure). Employee notification will come from the appropriate Vice President's Office with a cc to the Office of Human Resources.*

*The following are the specific salary increase guidelines for in-range progressions.*

- *3% - 6% - This range represents the typical increase for additional responsibilities permanently assigned to the position and/or the acquisition of new enhanced skills.*
- *7% - 10% - Increases in this range are usually due to significant organizational changes or specific internal or external comparability factors.*
- *Requests above 10% - Increases of this magnitude are extremely rare. The requesting official must provide a detailed rationale related to the need for such a significant increase. The rationale must outline the organizational necessity, relevant internal comparison, relevant external comparison and market data, and a verification of the exceptional skills and abilities of the employee.*