



**Procedures and Form for the Request of an In-Range Progression (IRP)
For Employees Represented by the Statewide University Police Association (SUPA) Unit 8**

Article 21.14 of the Agreement between the Board of Trustees of the California State University and the Statewide University Police Association defines an In-Range Progression as “an increase in an employee’s pay rate within a salary range of a classification.”

Requests may be initiated by management or employees and are routed through the appropriate program manager for funding approval and review, to determine if the submitted justification meets the appropriate criteria. When an in-range progression occurs, the appropriate salary step or half-step increase shall be determined by the President or his designee. All increases shall result in the employee’s pay rate remaining on either a step or half-step rate. However, at no time can the amount exceed the maximum of the salary range of the employee’s classification.

Following are the criteria cited in the Agreement and information that will assist in the development of the justification:

- Assigned application of enhanced skill or skills: 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, thus adding value to the University? Are they on-going, not temporary?
- Employee performance: In what way is the employee’s performance extraordinary? How does the employee’s extraordinary performance add value to the University? Provide specific examples.
- Equity issues or other salary related criteria: Explain the nature of the salary issue. How is the position critical to the mission of the University? If there is an equity issue related to other substantially similar and critical positions within the department or division/university, provide specifics.

Complete the following information and attach an updated position description. Route the packet through the appropriate administrators for review, comment and signature, and then forward to Human Resources. All decisions are subject to the final approval of the appropriate Vice President.

Name of Employee for whom the IRP is being requested:	Division and Department:
Current Classification Title:	Current Working Title (if different)
Justification (to be completed by individual representing IRP review). Refer to criteria listed above in developing the justification. (Attach additional sheet if necessary).	
Print Name and Title of Person Requesting the IRP review (employee or manager):	
Print Name and Title	Signature
	Date

Director/Department Head/Chair

I have reviewed the information, confirmed that funding is available, and determined the IRP request meets the appropriate criteria.

I support an In-Range Progression for this employee:

NO YES If YES, what percent IRP salary increase is recommended? _____%
_____ Monthly Salary Step

Please provide explanation below:

Print Name and Title **Signature** **Date**

Dean/Division Head

Please provide any additional relevant information:

Approval: _____ NO _____ YES

Print Name and Title **Signature** **Date**

Vice President (President's Designee)

Please provide any additional relevant information:

Final Approval: _____ NO _____ YES

Print Name and Title **Signature** **Date**

The effective date for an in-range progression will be the first of the pay period following its approval. The final determination regarding the award of an in-range progression shall be final and shall not be subject to Article 7, 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.
- Request 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.