



**Procedures and Form for the Request of an In-Range Progression (IRP)
For Confidential (C99) Employees**

An In-Range Progression is “an increase within a salary range for a single classification or within a sub-range of a classification with skill levels.”

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. 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.

Following are the criteria including 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? Do the duties of the position include on-going lead responsibilities, not included in the classification standard?
- 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.
- Retention issues: How is the position critical to the mission of the University? What would be the impact upon the University if the incumbent left? Does employee have an offer of employment outside the university that pays above his/her current salary? (Must be accompanied by documented external competitive employment offer.)
- Employee performance: In what way is the employee’s performance exceptional? How does the employee’s exceptional performance add value to the University? Provide specific examples.
- 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.
- Out-of-classification work that does not warrant a reclassification.
- Increased workload: Is this a permanent change to the workload? Does it impact the position significantly?

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)			
Name:	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? _____%

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. Employee initiated in-range progression requests shall be submitted to the appropriate administrator before being forwarded to Human Resources. 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. 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.

The final determination regarding the award of an in-range progression shall be final. Employee notification will come from the appropriate Vice President's office with a cc to the Office of Human Resources. In-range progression review of employee requests shall be completed within ninety (90) days after the request is received in 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.