

## In-Range Progression Request Form

### INSTRUCTIONS:

An IRP request may be submitted by either the Administrator, employee or the employee's Appropriate Administrator (non-bargaining unit supervisor or manager). Complete **PART I** of this form and submit it to the Appropriate Administrator for signature. Once the Administrator has signed the request, it may be submitted directly to Human Resources (HR). APC - Unit 4 employees may submit the request directly to HR and additional signatures required in **PART II** will be obtained by HR.

### PART I

Request initiated by:  Employee  Management Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

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

Classification: \_\_\_\_\_

Please identify the reason for the In-Range Progression (IRP) request by checking the appropriate box: A justification for reason(s) submitted, updated position description, or additional information may be required to process the request.

**(UAPD – Unit 1) Union of American Physicians and Dentists:** Represented employees shall submit their requests to their Director/Administrator. In the event that the administrator does not forward the request to HR within thirty (30) days, the employee can file the request directly with HR.

- Assigned application of enhanced skill(s)
- Retention
- Equity

**(APC – Unit 4) Academic Professionals of California:** An employee or manager may initiate an IRP Request. Employee-initiated requests shall be submitted to HR, and do not require manager review for submission.

- Increased responsibilities and skills of the employee
- In recognition of extraordinary performance
- Market or pay equity reasons

**(SUPA – Unit 8) Statewide University Police Association:** A manager may initiate an IRP request on an employee's behalf.

- Increased responsibilities and skills of the employee
- Market or pay equity reasons
- Performance reasons

**(Confidential Classes – C99):** A President or designee can grant this increase at any time based upon:

- The assessment of the knowledge, skills and abilities required in the position
- An assessment of the needs of the campus
- Employee merit
- Equity with comparable positions within the campus.

**JUSTIFICATION SECTION:**

Describe the rationale for this request, providing specific examples. An updated position description may be needed to document additional duties. Attach additional information if necessary.

**PART II: Signatures**

**Employee (If employee initiated.)**

As outlined in the collective bargaining agreement, an in-range progression review of employee requests shall be completed within ninety (90) days after official receipt of request in Human Resources. Human Resources will review the request and prepare a recommendation for review. If the request is denied, the Appropriate Administrator must provide information regarding the denial of the request.

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

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

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**Review by the Appropriate Administrator (Immediate Non-Bargaining Unit Supervisor or Manager)**

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

Do Not Recommend

\_\_\_\_\_  
**Appropriate Administrator Name**

\_\_\_\_\_  
**Appropriate Administrator Signature**

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

**Review by AVP/Dean (Or Equivalent)**

If recommended for approval you acknowledge that your department is fiscally prepared to implement any changes that result from this review and that any internal budget review required by your department/division has been completed. You also acknowledge that your approval does not guarantee a change in compensation and the final decision will be made by Human Resources.

- Approved Recommended Salary Increase: \_\_\_\_\_%
- Denied

\_\_\_\_\_

**AVP/Dean Name** **AVP/Dean Signature** **Date**

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**Human Resources**

- Approved Recommended Salary Increase: \_\_\_\_\_%
- Denied

\_\_\_\_\_

**HR Manager's Name** **HR Manager's Signature** **Date**

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**Review by Vice President**

- Approved Recommended Salary Increase: \_\_\_\_\_%
- Denied

\_\_\_\_\_

**Name** **Signature** **Date**