

In-Range Progression Guide

I. DEFINITION

An In-Range Progression (IRP) is a **permanent** salary increase to a staff member's base salary. Such an increase is campus funded from departmental budgets and is made within the existing salary range established for the classification, or within the skill level sub-range for classifications with skill levels.

Note: An IRP is not a request for a classification review, nor does it change the employee's position class code or skill level. However, an updated position description will be needed if it is based on a change in the scope of work assigned.

For instructions related to requesting a *Position Review*, visit the Human Resources web page <http://www.fresnostate.edu/adminserv/hr/class-comp/index.html>

II. GENERAL CONDITIONS

- An employee must have completed his/her probationary period.
- An employee's most recent performance evaluation on file must reflect an overall rating of "Satisfactory/Meets Expectations" or above.
- An employee may request only one IRP within a 12-month period.
- Although rare, multiple management-initiated IRP requests may be requested and approved, in the same year, for the same employees.

III. PROCEDURES TO SUBMIT IRP REQUEST

An IRP request may be submitted by either the Administrator, employee or the employee's Appropriate Administrator which may include non-bargaining unit supervisor or manager. Represented employees may have the right to submit an employee-initiated request. Please refer to the appropriate Collective Bargaining Agreement (CBA) for additional information on employee-initiated requests.

Requests can be initiated by *employee or manager* for classifications represented by the following:

- **Union of American Physicians and Dentists (UAPD), Unit 1:** UAPD 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.
- **Academic Professionals of California (APC), Unit 4:** APC represented employees requesting an in-range progression shall submit their request directly to HR on their own behalf.
- **State University Police Association (SUPA), Unit 8:** A manager/administrator may initiate an IRP request on an employee's behalf.
- **Confidential Classes – C99:** The President or designee may initiate an IRP request on an employee's behalf.

A. Employee Initiated Requests:

If an employee believes he/she is eligible for an IRP (based upon relevant CBA criteria), the following should be completed and submitted to the unit supervisor or manager or Human Resources if indicated in your CBA:

1. **Complete the In-Range Progression (IRP) Request Form**, which can be found on the Human Resources Forms website. Requests may be submitted electronically through Adobe or by PDF.
2. **Complete the Justification section on the IRP Request Form** and/or submit your supporting information that explains the factors and rationale for your request and each criteria selected. See Appendix A.
3. **Submit the IRP Request and supporting documentation** to the unit supervisor, manager or HR. APC represented employees may submit the request directly to Human Resources.

Note: Please refer to the Approval Procedures below for further instructions.

B. Management Initiated Requests:

If management believes that an employee is eligible for an IRP (based upon relevant CBA criteria), the following should be completed and submitted to Human Resources:

1. Submit an IRP request form through the online adobe form located on the HR Classification and Compensation website. A PDF form is also available.
2. A request may also be submitted via email or hard copy to Human Resources.
3. Ensure all required documents are included such as the completed **In-Range Progression Request Form**, justification and signatures.
4. If the following documents are available, and if applicable to the reason(s) for which the IRP is requested, the manager should submit the following with the request:
 - a) **Updated position description** highlighting the changes to the duties/responsibilities and/or justification memo outlining the organizational need for those changes, if applicable.
 - b) **Current organizational chart** showing names, classifications, working titles, and reporting relationships.
 - c) **Copy of current performance evaluation** from the most recent fiscal year with all appropriate signatures.

Note: Management initiated requests submitted without the required documents may be considered incomplete and returned to the manager without consideration until complete.

IV. APPROVAL PROCEDURES

ADMINISTRATOR REVIEW:

The appropriate administrator and immediate non-bargaining unit supervisor or manager shall review the request to ensure that the appropriate criteria has been clearly addressed. If this is an employee-initiated IRP request, the appropriate administrator or immediate manager must review the request with the employee and provide feedback regarding the reasons selected. The appropriate administrator must provide a memo with feedback and recommendation regarding the request. If the request is not supported, it should be indicated in a memo before forwarding the packet to the next level administrator (AVP or Dean) for review.

AVP/DEAN (OR EQUIVALENT) REVIEW:

The request shall be reviewed by the AVP or Dean who has budget authority over the position involved. The AVP or Dean should consider other departmental employees in similar positions to ensure that increases are applied equitably.

- The AVP/Dean may have an informal meeting with the HR Classification and Compensation Manager for a preliminary review to assess appropriate classification, internal salary comparisons, organizational equity, external comparisons and market data, as applicable.
- The AVP/Dean will ensure that department budget funds are available to cover the cost of the action if the request is approved.
- The AVP/Dean may also include a memo providing feedback regarding the request with the paperwork sent to HR.
- If the AVP/Dean does not agree with the management-initiated IRP request, the AVP/Dean should meet with the manager to discuss the request and make a final decision before forwarding paperwork to HR.

HUMAN RESOURCES REVIEW:

The Office of Human Resources, as delegated by the President, will determine whether or not an IRP should occur. **Each IRP request is reviewed on a case-by-case basis.**

- HR will review the IRP Request Form and all supporting documentation submitted with the request.
- HR will respond with a decision to all requests within 90 days of receipt. The HR date stamp and/or email receipt will be used to resolve any disputes regarding the date of receipt. If additional review time is necessary, HR will advise all appropriate parties in writing.
- The administrators will be notified by HR of the final disposition of the request, including the amount of any salary change, if applicable. HR will provide the non-bargaining unit supervisor or manager with a copy of the letter of notification to the employee.
- **For employee-initiated requests:** A notice will be provided to the employee with a copy to the manager.

V. PERCENTAGE OF INCREASE AWARDED

IRP increases require the approval of Human Resources, the appropriate administrator and may require the Vice President's approval. Recommended salary increases may be approved as follows:

1%- 5%: APC (Unit 4)

3% - 5%: UAPD (Unit 1), Confidential Classes (C99), SUPA (Unit 8)

Increase above 5% require justification outlining significant/critical organizational changes in duties and/or skills, equity, or documentation of legitimate salary offer from a competitor. Final approval may require approval from the immediate administrator, AVP or Dean, Human Resources, Vice President and/or President.

If an in-range progression is approved, employee-initiated requests may be effective no later than the beginning of the pay period following the date the form is received in Human Resources, or as recommended in a management-initiated request.

Appendix A: Criteria for an In-Range Progression

Assigned Application of Enhanced Skills: (UAPD)

A growth in skills or the development of new skills and abilities required by the position as determined by management and regularly applied by the incumbent. The enhanced new skills and abilities must be consistent with the requirements of the classification and/or applicable skill level. By acquiring these enhanced skills, the employee takes on additional responsibilities which do not warrant movement of the position into a higher classification/skill level. *Information must be submitted identifying the time spent performing responsibilities resulting from acquisition of the enhanced new skills must be linked to the position's essential duties and are not isolated, infrequent, non-essential or temporary duties.*

Extraordinary Performance: (APC, SUPA)

Employee's job performance is exceptional in comparison to job requirements and the employee has made significant contributions to the goals and objectives of the University and the unit. There must be a current performance evaluation on file, and the employee's overall rating should reflect better than satisfactory. *A performance evaluation that reflects the current evaluation period and description of the contributions and performance must be included with the request at the time of submission.*

Increased Responsibilities and Skills: (APC and SUPA)

Permanent and significant increase in assigned responsibilities that does not warrant movement of the position into a higher classification/skill level. *These responsibilities must be reflected in the updated position description. An updated position description may be needed.*

Retention: (UAPD)

When a current employee receives a confirmed offer of employment from an external organization. It is necessary to describe how retaining the employee is critical to the ongoing operation of the department. *Formal documentation must be provided on the organization's letterhead and signed.*

Salary Equity: (APC, UAPD and SUPA)

Salary review based upon internal equity considerations, job related factors and/or as outlined in the corresponding collective bargaining agreement.