

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.
- **California State University Employees Union (CSUEU), Units 2, 5, 7, & 9:** CSUEU represented employees shall submit their requests to their appropriate administrator before being forwarded to HR. In the event that the manager 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 may submit an in-range progression request directly to HR on their own behalf. A manager may also initiate an IRP Request with HR.
- **Teamsters Local 2010, Unit 6:** Teamster represented employees shall submit requests to the appropriate administrator before being forwarded to HR.

*For employees occupying positions within confidential classifications or represented by State University Police Association (SUPA) Unit 8, **requests are initiated by the manager.***

A. Employee Initiated Requests:

1. Employee completes the In-Range Progression (IRP) Request Form, which can be found on the Human Resources Forms website.
2. Employee complete the justification section on the IRP Request Form that explains the factors that support the request and each criteria selected. See Appendix A.
3. Submit the IRP Request Form** to the non-bargaining unit supervisor or manager.
**APC represented employees may submit the request directly to Human Resources.
4. The Reports to Manager (non-bargaining supervisor) reviews the request with the employee and provides feedback regarding the recommended approval or denial of the request.
5. If the employee, after 30 days from the date the request was submitted to the Reports to Manager, has not received an email from Human Resources that the signed request has been received by Human Resources, the employee can submit the request form directly to Human Resources,
6. Human Resources will follow up with the Reports to Manager regarding the request and justification of the recommended approval or denial.
7. If the Reports to Manager is not an AVP or Dean, the Reports to Manager forwards the employee IRP request, documentation and recommendation action to the AVP or Dean.
8. The AVP or Dean, who has budget authority over the position, reviews the request.
 - 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 his/her feedback regarding the request with the paperwork sent to HR..
9. The AVP/Dean forwards the request to Human Resources.
10. Upon receipt of the IRP, Human Resources will send an e-mail to the employee and Reports to Manager acknowledging the date the request was received. The acknowledged received date begins the timeline for completion of the Human Resources review of the request.
11. 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.** Human Resources will complete employee initiated reviews with 90 calendar days of the acknowledged date of receipt.
 - 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.
12. If the approved IRP is more than 5%, Human Resources will forward the request to the appropriate Vice President for final review and approval.

B. Management Initiated Requests:

1. Reports to Manager completes the In-Range Progression (IRP) Request Form, which can be found on the Human Resources Forms website.
2. Reports to Manager complete the justification section on the IRP Request Form that explains the factors that support the request and each criteria selected. See Appendix A.
3. 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:

- Updated position description highlighting the changes to the duties/responsibilities and/or justification memo outlining the organizational need for those changes, if applicable.
 - Current organizational chart showing names, classifications, working titles, and reporting relationships.
 - Copy of current performance evaluation from the most recent fiscal year with all appropriate signatures.
4. If the Reports to Manager is not an AVP or Dean, the Reports to Manager forwards the employee IRP request, documentation and recommendation action to the AVP or Dean.
 5. The AVP or Dean, who has budget authority over the position, reviews the request.
 - 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 his/her 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.
 6. The AVP/Dean forwards the request to Human Resources.
 7. Upon receipt of the IRP, Human Resources will send an e-mail to the Reports to Manager acknowledging the date the request was received.
 - 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.
 - 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.
 8. If the approved IRP is more than 5%, Human Resources will forward the request to the appropriate Vice President for final review and approval.

Appendix A: Criteria for an In-Range Progression

Assigned Application of New or Enhanced Skills:

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.* (CSUEU, TEAMSTERS and UAPD)

Extraordinary Performance:

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 "Outstanding". *A performance evaluation that reflects the current evaluations period must be attached to the request at the time of submission and description of the contributions and performance included in the request.* (CSUEU, APC, TEAMSTERS and SUPA)

Increased Responsibilities and Skills:

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 position description. An updated position description may be needed.* (APC and SUPA)

Increased Workload:

A permanent increase in assigned duties and responsibilities by management as the result of a re-organization due to attrition or the permanent loss of a position. The reassignment of duties among existing positions within the organization unit shall remain within the classification and will not warrant movement of the position into a higher classification/skill level. *These responsibilities must be reflected in the position description. An updated position description may be needed.* (CSUEU and TEAMSTERS)

Long Term Service:

Ten years or more of full-time, continuous service. There must be a current performance evaluation on file and the employee's overall rating must reflect "Meets Expectations." (TEAMSTERS)

New Lead Work or Project Coordination:

New Lead work or project coordination assigned to an employee on an on-going basis by an appropriate administrator, where classification standards do not have lead work or project coordination as a typical responsibility. For example, a Custodian who is assigned lead work responsibility, on a permanent basis should be considered for a reclass to Lead Custodian, not an IRP. (CSUEU and TEAMSTERS)

Out of classification work that does not warrant reclassification:

New, higher level, additional out of class duties and responsibilities determined by management and applied by the incumbent that do not warrant movement of the position into a higher classification/skill level. The amount of new duties or the percentage of time spent performing the new duties are not significant enough to warrant reclassification. The out of classification work represents 5% or less of the position duties. *These responsibilities must be reflected in the position description. An updated position description may be needed.* (CSUEU and TEAMSTERS)

Retention:

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.* (CSUEU, TEAMSTERS and UAPD)

Salary Equity:

Salary review based upon internal equity considerations. (CSUEU, APC, TEAMSTERS, UAPD and SUPA)