

In-Range Progression Request Form (Unit 6)

INSTRUCTIONS:

An In-Range Progression (“IRP”) request may be submitted by either the requesting employee or by the president, president’s designee, or an appropriate administrator. Reviews shall be completed within ninety (90) days after the request is received by Human Resources. If the IRP request is denied, the employee shall receive a written reason for the denial.

Complete **PART I** of this form and submit to the **Human Resources Office** on your campus.

PART I

Request initiated by: Employee University Date: _____

Employee Name: _____ Employee ID: _____

Campus: _____ Department: _____

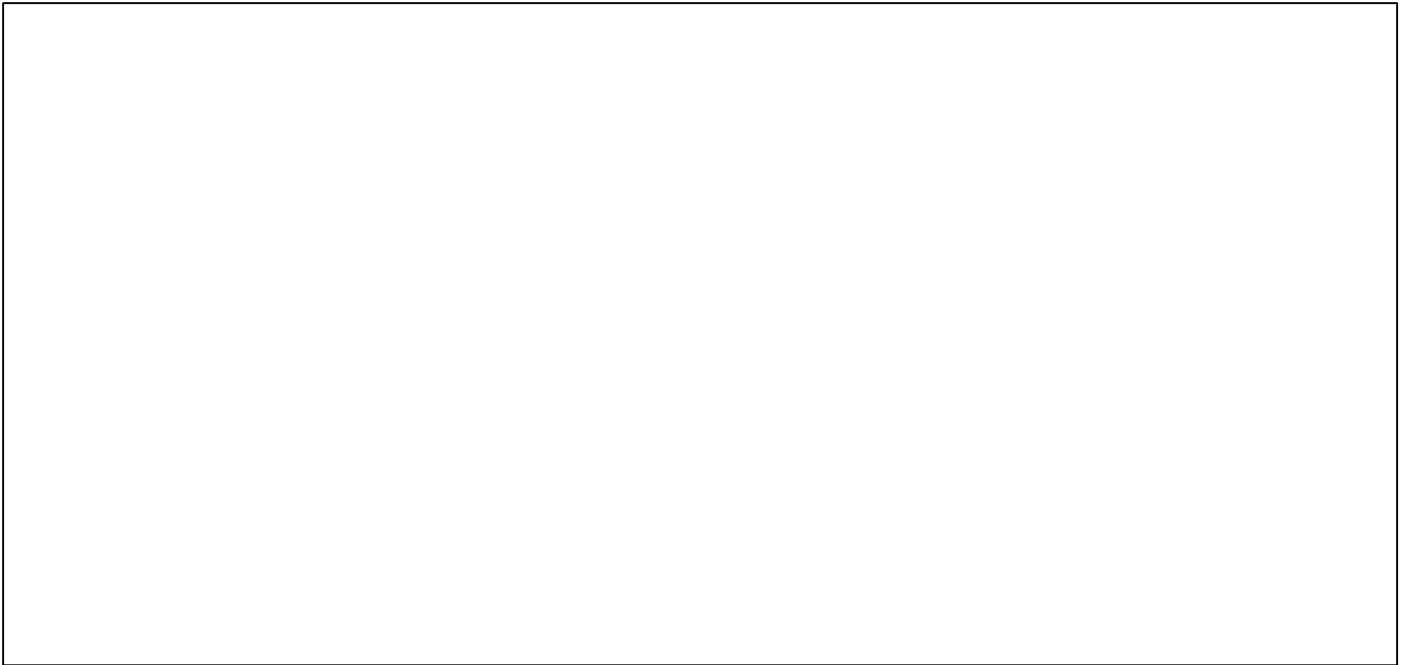
Division/College: _____ Classification: _____

Please identify the reason or reasons for the In-Range Progression (IRP) request by checking the appropriate box or boxes. Review will be limited to the reasons checked below. For a description of each of the reasons upon which an IRP may be based, please see **Appendix A**.

- Long-term service
- Retention
- Equity
- Assigned application of enhanced skill(s)
- Performance
- Out-of-classification work that does not warrant a reclassification
- Increased workload
- 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
- Other salary related criteria

JUSTIFICATION:

Describe the rationale for this request, providing specific examples. An updated position description may be needed to document additional duties. If additional space is necessary for explanation or other information, please attach additional pages to this form and note that there is an attachment in the box below.

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Appendix A: Criteria for an In-Range Progression

- **Long-term service**

When considering whether to grant an in-range progression on the basis of (c) Equity, the campus should take into consideration, as one of the factors being considered, the length of service of the employee in the classification. To be considered for a long-term service in-range progression, an employee must have at least 10 years of continuous campus service in the current classification and overall “satisfactory” (or equivalent) performance evaluations in each of the three preceding performance evaluations.

- **Retention**

The president may adjust an employee’s salary via an in-range progression to address a retention issue caused by an employee having received a bona fide offer of employment from another employer.

Where the request is based on the employee having received a bona fide offer of employment from another employer, Human Resources shall review the application expeditiously.

- **Equity**

(a) Internal Equity: An in-range progression may be considered where employees within the same classification performing substantially similar work are receiving different rates of pay than other employees on campus. An internal equity analysis will consider job related factors of an employee as compared to other employees within the same classification performing substantially similar work.

(b) External Equity: An in-range progression may be considered where market data establishes that individuals employed outside the campus performing substantially similar work are receiving higher salaries than those employed on the campus. An external equity analysis will consider total compensation and job related factors of an employee as compared to other external employee groups performing substantially similar work.

In determining whether or not to grant an in-range progression under this provision, campuses may consider whether or not the existence of external market differential in salaries for employees performing substantially similar work is negatively impacting the campus’ ability to recruit and retain individuals within the classification.

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- **Assigned application of enhanced skill(s)**

At the Appropriate Administrator's request, or as part of a preapproved training plan, the employee has within 12 months of the date of the request

- (i) Obtained new or enhanced skills; or
- (ii) Obtained a new license/certification; or
- (iii) Renewed an existing license/certification

AND

- (iv) The new or enhanced skills and/or license/certification is essential to the position and consistent with the current classification standards, and
- (v) The employee is being assigned work that requires the utilization of the new/enhanced skills and/or license/certification on a regular basis.

A routine renewal of a license/certificate shall not warrant the award of an in-range progression under this provision unless the renewal is done at the request of the appropriate administrator and the employee has not previously received an in-range progression in respect of this license/certificate.

- **Performance**

To be eligible, the employee must have received a better than overall "satisfactory" (or equivalent) rating in at least three consecutive performance evaluations and have not received an in-range progression for performance in the prior three years.

- **Out-of-classification work that does not warrant a reclassification**

Additional duties and/or responsibilities have been added to the position that increase the complexity or scope but do not warrant a reclassification. Changes to the job must be substantial and on-going.

- **Increased workload**

- **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 work as a typical duty or responsibility**

- **Other salary related criteria**