



Chapter 308
Stanislaus

In-Range Progression Workshop

How to Prepare Your Submission

Updated 4/20/2021

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Definition/ IRP 20.25, Section a

- An increase within a salary range for a single classification or within a subrange of a classification with skill levels is referred to as an In-Range Progression. When the President, the President's designee, or Appropriate Administrator determines that an in-range progression should occur, the salary shall increase by at least three percent (3.0%)

Reasons/ IRP 20.25, Section b

- An in-range progression may be granted for reasons that include, but are not limited to:
 - Assigned application of new or enhanced skill(s);
 - Retention;
 - Equity;
 - 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; and, CSUEU/CSU Collective Bargaining Agreement Page 83 January 31, 2018 - June 30, 2020
 - Other salary related criteria.

Timeline/ IRP 20.25 Section e

- In-range progression review of employee requests shall be completed within ninety (90) days after the request is received in Human Resources. If an employee receives a denial of request for an In-range Progression under this Article, then the campus shall provide the employee with a written reason for the denial.



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In-Range Progression Facts

- In-Range Progression, also known as “IRP”
- If approved, minimum of 3%
- 90 Days from the time Human Resources receives the submission
- Do NOT submit only the form



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IRP Statistics for CSU Stanislaus

Presented by Amy Egan

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Relevant Links

- [In-Range Progression, 20.25](#)
- [CSUEU Chapter 308 Home Page](#)
- [CSUEU Chapter 308 – Additional IRP Documents](#)
- [CSU Stanislaus IRP Links](#)
 - [In-Range Progression Request Form](#)
 - [In Range Progression Guidelines & Procedures](#)

Assigned Application of Enhanced Skills

Training certification, degrees, awards, new work assignments where skills have been applied, organizational necessity, and any other supporting information.

- What skills have been acquired 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?

Retention

External competitive employment offer, difficulty in recruiting for the position, explanation of how your position is critical to the mission of the University and any other supporting information.

- How is the position critical to the mission of the University?
- What would be the impact upon the University if the incumbent left?
- Does the employee have an offer of employment outside the University that pays above his/her current salary? *(Must be accompanied by external competitive employment offer.)*

Equity

Internal or external market salary data justifying the request, including job descriptions, job qualifications, average salaries and/or salary ranges, history of difficulty in recruiting personnel and any other supporting information.

- 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?

*A CSUEU steward can provide salary information
for units 2, 5, 7 and 9.*



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Performance

Performance evaluation(s), commendations, letters or emails of praise from students, faculty, staff, administration and/or community, other accomplishments and any other supporting information.

- In what way is the employee's performance exceptional?
- How does the employee's exceptional performance add value to the University?
- Provide specific examples.

Out-of-Classification Work

Demonstrate performance of work activities atypical to job classification, and other support information (emails, letters, etc.); alternately the assignments could warrant a classification review. *Refer to Classification Qualification Standards.*

- Have you been assigned new work? If so, when?
- Did your job description change in light of this new work? Under what circumstances did you take on this new work (*someone laid off, consolidation of services, position not refilled, someone retired*)?
- Is this new work higher responsibility or just more work? Explain.
- What percentage of your current total work is taken up by this new work? (e.g. 10%)

Increased Workload

Demonstrate increases in volume of work (same assignments but more of them), factors for this can be enrollment growth, staff/faculty increases, additional course offerings, increased events/activities, etc.

- Have you taken on any new work? If so, when?
- Did your job description change in light of this new work? Under what circumstances did you take on this new work (*someone laid off, consolidation of services, position not refilled, someone retired or other*)?
- Is this new work higher responsibility or just more work? Explain.
- What percentage of your current total work applies to new work? (e.g. 10%)

New Lead Work

This could be training other staff, providing work direction lead on a project and any other supporting information.

- Do the duties of the position include ongoing lead or project coordination responsibilities, **not included** in the classification standard?

Other Salary Related Criteria

Long term service, and any other areas you would like considered; provide any available supporting information.

If you check any item that is NOT listed with CSUEU, you HAVE to select this option to be considered.



Other Information Needed to Prepare Your Request

- Date you were hired
- Date you began working in your current classification
- Current gross monthly salary (or your last pay stub)
- Date of last pay increase
- Amount of last pay increase
- Type of last pay increase
- Date of last performance evaluation
 - Overall rating



Next Steps

- Submit to your Dean/Director
- Submit original to Human Resources
- Keep copy for your records

IRP Preparation

- Using the correlating slide(s) from the IRP Presentation, answer all questions to help determine which criteria applies to your IRP;
- Create a checklist of items to include in your IRP;
- Track (or start tracking) items 1-8 from “Other Information Needed to Prepare Your IRP Request;”
- Gather all related back up documents in a Binder or Folder (Electronic or Hard Copy); *Attend a Building Your Professional Profile workshop for ideas!*
- Reach out to co-workers and supervisors for letters of support (if applicable);
- Ask a co-worker or friend to review your submission.
- Attending a Building Your Professional Profile workshop will help you with gathering the documents!

Questions???

- IRP Denial Informational Session
 - Friday, April 22nd



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