

In Range Progression (IRP)

In the California State University

Training Objectives

- ▶ Understand the use of In-Range Progression
- ▶ Understand the procedures for requesting an IRP
- ▶ Learn what is necessary to make your case
- ▶ Learn how the Union can help you

How do I get more money?

- ▶ GSI Increases – bargaining
- ▶ **In-range progression**
- ▶ Reclassification
- ▶ In-class progression
- ▶ Emergency Pay
- ▶ Shift Differential
- ▶ Stipend/Temporary Lead work
- ▶ Bonus

An In-Range Progression

- ▶ An IRP is not a reclassification or in-class progression, and there is no change to employee's classification.
- ▶ An IRP provides movement within an employee's salary range as they assume additional or enhanced responsibilities and skills.

Justification for an IRP

- ▶ Assigned application of 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,
- ▶ Other salary related criteria.

Procedures to obtain an IRP?

- ▶ Requests can be made by either the employee or supervisor and shall be submitted to the appropriate administrator before being forwarded to Human Resources.
- ▶ If an administrator has not forwarded the request to Human Resources within thirty (30) days, the employee can file the request directly with Human Resources.
- ▶ Review performed by Human Resources within 90 days.
- ▶ Pay increases are required to be effective to at least the pay period after the request
- ▶ Decisions are not grievable

Documentation

- ▶ Position Description
- ▶ Actual assignments
- ▶ Supervisor support
- ▶ Other documentation (email, chain of command, etc.)
- ▶ Classification and Qualification Standards (for justification of out of class work)
- ▶ Any degrees, certificates or awards of proof of enhanced skills.

Acquisition of new/enhanced skills directly related to the employee's current position that does not warrant a change in classification/skill level OR, significant increase in responsibilities/duties on an ongoing basis that does not warrant a change in classification/ skill level OR Assignment of "lead" or project coordination responsibilities on an ongoing basis.

- ▶ What skills have been acquired and/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 ongoing, not temporary?
- ▶ Do the duties of the position include ongoing lead or project coordination responsibilities, not included in the classification standard?

Internal equity (within Department, Division, Chancellor's Office) or Market/external equity.

- ▶ 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.

Retention

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

Employee performance

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

Other Salary Related Criteria

- ▶ Describe the salary related criteria using as many details as possible.

Frequency of requests

An employee shall not submit a request for an in-range progression prior to twelve (12) months following receipt of a response to any prior in-range progression requests.

However, there is no limit on the number of requests that can be submitted by a supervisor.

What can I do if my request is denied?

Where an employee has been notified in writing that the employee's in-range progression was denied solely due to a lack of funds, upon the employee's request, the employee's in-range progression application shall be re-evaluated in the following fiscal year.

What can I do if my request is denied?

Please contact a Union Steward and provide a copy of the request and the denial letter.

Ask supervisor to make stronger, new request (12 month limit does not apply to management requests)

Request bonus or stipend

Effective Date

Effective no later than the first pay period following receipt of the review request.

Problems with IRP

- ▶ Denial of the request
- ▶ Reduction of the award
- ▶ Retroactivity

Union Representation

- ▶Reviews and appeals
- ▶Abuses and violations
- ▶Campus policy

*The Union and our contract specifies that each campus should have a **Promotion and IRP Policy**. Employees should have the opportunity to train and promote in their careers. The campus should use IRP to make sure that all employees progress within their pay ranges on a regular basis.*

PLEASE SUPPORT YOUR UNION!

- ▶ The difference between union dues and fees is about 10 cents per month
- ▶ You have to sign a card to be a union member
- ▶ Union members can vote for officers and for contracts
- ▶ There are member benefits and group discounts
- ▶ Management counts members too – We need to show our solidarity to make a difference!