

A Practical Guide to In-Range Progression

IRP

A Practical Guide to In-Range Progression (IRP) for Units 2, 5, 7, & 9

What is an IRP?

An in-range progression (IRP) is a provision of the CSUEU-CSU contract that provides a method for employees to move through their salary ranges as they assume additional or enhanced responsibilities and skills. An in-range progression carries a minimum salary increase of three percent (3.0%) and no maximum increase (Contract 2012-2014, Article 20.24).

Is an IRP the same as a Reclassification or In-Class Progression?

No. An IRP is not a reclassification or an in-class progression. An IRP provides movement within employees' salary ranges. The employees are still performing the greater part of their work within their current classification and/or skill levels (KYR #01).

What are the criteria for requesting an IRP?

An in-range progression may be granted for reasons that include, but are not limited to:

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 ongoing 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

Who can request an IRP?

A request for an IRP review may be submitted by the employee or manager. Employee-initiated in-range progression requests shall be submitted to the appropriate

administrator before being forwarded to Human Resources. 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 how often an administrator can submit a request. Also, where an employee has been notified in writing that the employee's in-range progression was denied solely due to a lack of funds, the employee can request to have his or her in-range progression application re-evaluated in the following fiscal year. 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.

How long does an IRP review take?

An in-range progression review of an employee's request shall be completed within ninety (90) days after the request is received in Human Resources.

Are there any campus IRP guidelines?

Yes. Each campus must have guidelines and procedures for an in-range progression per our contract. Check your campus website or contact your local Human Resources office to request specific campus IRP guidelines.

How do I start the IRP process?

The employee should document and present the rationale for an IRP based on any one or more of the criteria above, focusing on the time period since his or her last reclassification or in-class progression. A request for an IRP simply takes a memo of justification to the appropriate administrator requesting the IRP.

Take the time to review your job description, the classification and qualification standards, and your performance evaluations. This will help determine if you qualify for an IRP. These materials will help the success of your IRP. This can be a long process involving work by many individuals, including managers, fellow union members, and you. If you are doing a great deal of out-of-classification work, you may need to request a reclassification instead.

Key words and phrases to utilize in an employee request for an IRP:

Enhanced skills and abilities

Retention

Equity

Increased work responsibilities

Out-of-class work

Additional permanent or long-term assignments

Obtained additional skills

Additional duties and responsibilities

Special ongoing projects assigned

Obtained additional job training, certifications, education, degrees, etc.

Assumption of leadership role

Special committee assignment

Employee initially hired at an inequitable rate due to funding or underestimated position responsibilities

Can I file a grievance on the denial of an IRP?

The decision regarding the award of an IRP shall be final and shall not be subject to either Article 7, Grievance Procedure, or Article 8, Complaint Procedure. However, the process can be grieved if the terms of Article 20.24 are violated.

If you have more questions or need assistance, contact a CSUEU union steward.

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