**CSUEU Chapter 319**

**Chapter Meeting**

**Tuesday, March 26, 2013**

**12:00pm-1:00pm**

**Announcements**

* Deborah Campbell announced the dates for Lobby Day- April 22&23, 2013

**Skits**

* E-Board performed 2 skits:
  + 1st skit involved a meek employee
  + 2nd skit involved an employee who had an IRP already approved two years ago.

**Brenda Brown gave a presentation on IRP**

* **Definition**: an In-Range Progression is “an increase in salary within a salary range or sub-range. Not considered a movement to a high skill level.
* **Preparation**:
  + Employee must review their job description in order to identify necessary updates
  + Review Classification and Qualification Standards
  + Review performance evaluations
  + Work with the appropriate administrator in order to prepare the IRP request form
* **Reasons to file an IRP**
  + Assigned application of enhanced skills
  + Retention
  + Equity
  + Performance
  + Out-of-classification work
  + Increase workload
* **Procedures**
  + Employee or supervisor can request an IRP.
  + After being submitted to the appropriate administrator, it is then forwarded to Human Resources
  + If the request is not forwarded to Human Resources within 30 days, the employee can file the request directly.
  + Human Resources will review the request within 90 days
  + Decisions are not grievable
* **Submission**
  + If IRP is denied due to a lack of funds, the employee can request to have it evaluated in the next fiscal year
  + The employee must wait 12 months after the decision in order to resubmit
* **Evaluation**
  + A response by Human Resources must be made in writing
  + An approved IRP shall have at least a 3% salary increase
  + Decision by Human Resources is final and cannot be appealed
  + Process can be grieved only if the salary increase is less than 3%, timelines were not kept, and if HR fails to review in the new fiscal year .