**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 .