

# In-Range Progression Workshop

Thursday, January 10<sup>th</sup>, 2013

12:00pm to 1:00pm

# Agenda

- Welcome & Introductions
- Process Overview
  - Preparation
  - Submission
  - Evaluation
  - Considerations
  - Resources
- Q&A
- Clinic

# Process Overview

Preparation

Submission

Evaluation

Considerations

# Process Overview

- What is an In-Range Progression (IRP)?
  - An increase in salary within a salary range or sub-range, but is not a movement to a higher skill level. (CBA 2.18)
- How does it work?
  - Each campus develops a process and form that meets all the criteria in the contract. (CBA 20.24)
  - Process is either employee or manager submitted.
  - Process is based on available funding.
- Preparation, Submission, Evaluation, Review

# Preparation – Steps

- Here are the steps for preparing an In-Range Progression:
  - Review job description and identify necessary updates.
  - Review Classification & Qualification Standards.
  - Review previous performance evaluations.
  - Review reasons (next slide) to determine eligibility.
  - Work with your appropriate administrator to update job description and prepare the IRP request form.

# Preparation – IRP Reasons

- What reasons are valid for an IRP?
  - Assigned application of enhanced skills
  - Retention
  - Equity
  - Performance
  - Out-of-classification Work
  - Increased Workload
  - New Lead Work / Project Coordination
  - Other

# Preparation – Tips

- 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 or not.
- Be honest about whether you qualify or not. This can be a long process involving work by many individuals, both managers and fellow Union members.
- If you are doing a lot of out-of-classification work, you may need to request a reclassification instead.

# Submission

- Your administrator has 30 days to review your IRP request and to submit to Human Resources.
- If the appropriate administrator has not forwarded to Human Resources after 30 days, the employee can file the request directly with Human Resources.
- If an IRP is denied solely due to a lack of funds, the employee can request to have it evaluated next fiscal year.
- An employee must wait 12 months after receiving a decision on an IRP before resubmitting (except as above).



# Evaluation

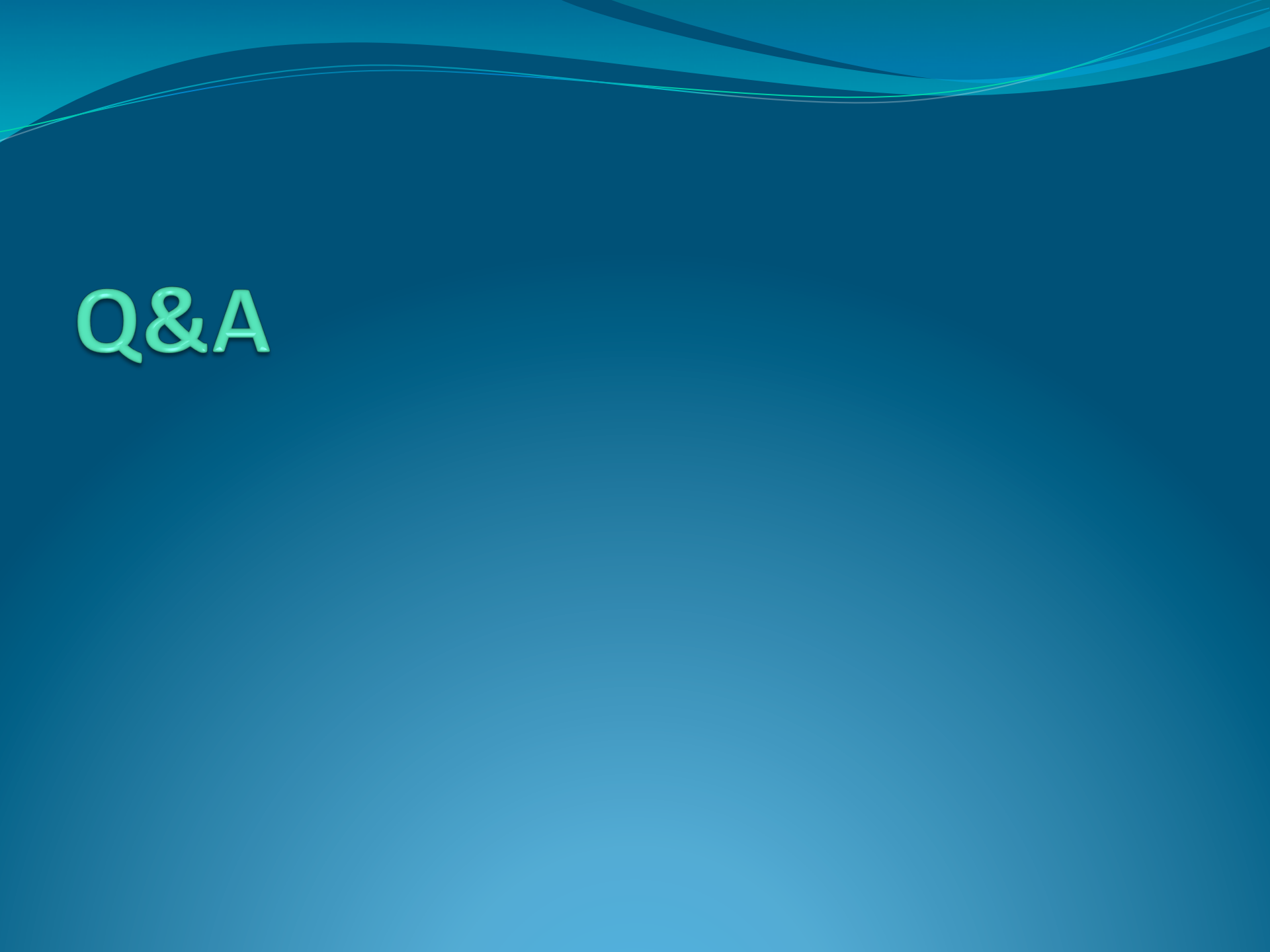
- Human Resources has 90 days to review and decide on the In-Range Progression. The response shall be in writing.
- An IRP can be denied for funding alone.
- An approved IRP shall be at least a 3% salary increase.
- The decision is final, has no appeal, and cannot be grieved.
- The process can be grieved if the terms of 20.24 are violated, however: blown timelines, less than 3% increase, failure to review in new fiscal year, etc...

# Considerations

- A successful IRP is well researched, well written, and prepared with your administrator.
- IRPs cannot be resubmitted for 12 months after receiving a response.
- IRPs can be denied for funding alone and the decision is final. If denied for funding alone, it is automatically reconsidered in the next fiscal year.
- A reclassification may be more appropriate based on the review.

# Resources

- CSUEU Contract
  - <http://www.csueu.org/Bargaining/Contract/tabid/570/Default.aspx>
- CSU Classification & Qualification Standards
  - <http://www.calstate.edu/HRAdm/Classification/index.shtml>
- CSU San Jose IRP Procedures:
  - [http://www.sjsu.edu/hr/docs/wfp/policies/classcomp\\_review.pdf](http://www.sjsu.edu/hr/docs/wfp/policies/classcomp_review.pdf)
- CSU San Jose IRP Request Form:
  - [http://www.sjsu.edu/hr/docs/wfp/forms/class\\_comp\\_request.pdf](http://www.sjsu.edu/hr/docs/wfp/forms/class_comp_request.pdf)
- CSU San Jose Position Description Template:
  - [http://www.sjsu.edu/hr/docs/wfp/forms/staff\\_position\\_desc\\_template.pdf](http://www.sjsu.edu/hr/docs/wfp/forms/staff_position_desc_template.pdf)



Q&A



# Clinic