IN-RANGE PROGRESSION GUIDELINES
UAPD (Bargaining unit 1), CSUEU (Bargaining units 2, 5, 7, 9), APC (Bargaining unit 4),
SETC (Bargaining unit 6) and SUPA (Bargaining unit 8)

A discretionary increase within a salary range for a single classification or
within a sub-range of a classification with skill levels is referred to as an in-
range progression. The increase can be no less than 3%, but generally no
more than 5%, and is funded through the submitting department’s budget.
For unit 8, the employee’s new base salary requires a half step or full step
increase based on the unit 8 step rates in the CSU salary schedule.

I. What are the reasons for which an in-range progression may be granted?

Unit 4

An increase in an employee’s pay rate within a salary range of a classification due
to increased responsibilities and skills of the employee, in recognition of
extraordinary performance, or for market or pay equity reasons, is referred to as
in-range progression. A request for an in-range progression review may be
submitted by the employee or manager. Employee initiated in-range progression
requests shall be submitted to Human Resources. An employee shall not submit a
request for an in-range progression prior to twelve (12) months following
submission of any prior in-range progression request by the employee. Review of
an in-range progression request shall be completed within ninety (90) days.
When an in-range progression occurs, the appropriate salary increase shall be
determined by the President. Such increases shall be campus funded. This
provision 23.11 shall not be subject to Article 10, Grievance Procedure. The
decision of the President to award or not award an in-range increase under this
provision, or regarding the amount of such increase, shall be final and non-
grievable. However, APC may grieve an alleged violation of a specific term of
this provision 23.11, subject to provision 10.5.F.4.

Other Bargaining Units

A. Assigned application of enhanced skills.
   Substantive new skills that are both essential to the position and consistent
   with the current classification standards.
B. Increased permanent responsibilities. (except for Unit 1)
   Additional significant responsibilities or out of classification work that is not
   enough to warrant reclassification to a higher level.
C. Retention. (except Unit 8)
   Awarded when an employee has an offer of employment from an on-campus
   or off-campus organization. The requesting department must describe how the
   employee and position are critical to the ongoing operation of the department.
   Documentation of a legitimate salary offer from a competitor must be
   provided.
D. Equity.
   Comparison of salaries for similar positions at organizations that would
   normally compete for our positions in public, higher education or private
sectors. Internal equity considerations are appropriate when the nature of the work is substantially similar and when factors such as seniority, experience, education and/or professional certifications would not explain salary differentials among comparison cohorts. Equity data must be requested well in advance to minimize circumstances where an IRP must be denied because it is not substantiated by facts.

E. Outstanding Performance (except for Unit 1).
The employee must have been in the current position for at least three years and each year of performance must be documented by an official performance evaluation. After an IRP has been awarded, the employee may be eligible for another IRP in this category once an additional three years of outstanding performance has been documented by an official performance evaluation.

F. Recognition of 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. (Unit 2, 5, 7, 9 and Unit 6 only) Must be evidenced in a revised position description.

G. Long-Term Service (Unit 6 only).

H. Other salary related criteria.

II. Is an in-range progression a substitute for a reclassification?

No. If the employee or the employee’s supervisor believes the employee’s duties, level and complexity of responsibilities and level of autonomy exceed the current classification, sub-range or skill level, a classification study should be requested.

III. What are the procedures for requesting an in-range progression?

A. The employee and/or appropriate administrator must complete the in-range progression recommendation form, identify budget funding and attach a written justification/rationale.

B. The form and the written justification/rationale are then forwarded to the dean or director of the employee’s unit/department for recommendation.

C. The form and the written justification/rationale are then forwarded to the vice president for recommendation.

D. The form and written attachment are then forwarded to Human Resources Management (HRM).

E. The Compensation/Classification unit of HRM will evaluate the request and make a recommendation to the AVP for HRM.

F. The AVP for HRM is the president’s designee and appropriate administrator to approve or not approve the In-Range Progression request. HRM will prepare the letter of approval that notifies the employee, the employee’s supervisor, the dean/director and the vice president. The ETF (Employee Transaction Form) is prepared by the employee’s department and routed through the normal ETF routing process.

G. If an in-range progression is not approved, HRM will provide written notification to the employee, employee’s supervisor, dean/director, and/or the vice president.
**Additional Guidelines:**

- Employee-initiated in-range progression requests shall be submitted to the appropriate administrator before being forwarded to HRM.

- If the administrator has not forwarded the request to HRM within thirty (30) days, the employee can file the request directly with HRM.

- 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.

- In-range progression reviews shall be completed within ninety (90) days after the request is received in HRM.

- Please refer to your respective collective bargaining agreement for more information.

- The decision of the AVP for HRM regarding the award of an in-range progression shall be final and shall not be subject to grievance and complaint procedures.