

California State University San Marcos
IN-RANGE PROGRESSION
REQUEST FORM

INSTRUCTIONS

STEP 1: Please provide a written justification/rationale for the recommended In-Range Progression increase based on the criteria provided in the guidelines. Attach justification/rationale to this completed form and submit the entire packet to the Office Of Human Resources.

STEP 2: Complete the following information:

Recommended Employee's Name: _____ Classification: _____

Department: _____ Bargaining Unit: _____

Amount/Percent Recommended: _____

Date Appropriate Administrator's Signature/Title

STEP 3: Copy submitted to management:

Date Director's Signature

Date Dean/AVP Signature

Date Vice President's Signature

For Office of Human Resources (OHR) Use ONLY

**STEP 4: Determination of Human Resource Services Director
(President's Designee) in collaboration with appropriate Administrator**

_____ Approved _____ % Approved

_____ Not Approved

DATE STAMP HERE

Date Received By OHR

Date Signature of Director, Human Resource Services