

**California State University San Marcos  
Office of Human Resources**

**STAFF IN-RANGE PROGRESSION (IRP) GUIDELINES AND PROCEDURES**

**I. In-Range Progression (IRP) Request Process**

1. Review the CBA criteria appropriate to the employee for which the IRP is being requested.
2. Complete the [In-Range Progression Review Form](#). A written justification/rationale for the In-Range Progression must accompany the review form and all necessary steps on the form must be completed. A specific amount of increase and percentage must be included (CSUEU and SETC bargaining unit contracts require a minimum 3% increase). The In-Range Progression review form may be downloaded from the OHR web site at [www.csusm.edu/hr](http://www.csusm.edu/hr).
3. The In-Range Progression Review Form and the written justification/rationale are then forwarded to the appropriate administrator(s), including the Vice President, of the employee's unit/department for recommendation.
4. The complete packet is then forwarded to the Office of Human Resources. Packet should be sent to OHR regardless of recommendation to approve or deny the request.
5. OHR will review the request and after consultation with the appropriate administrator(s), will prepare the letter of approval or denial that notifies the employee and the appropriate administrators of the final decision.
6. If an In-Range Progression is approved, the PAN form is prepared by the employee's department and routed through the normal PAN routing process.

**II. Funding and Effective Date**

1. The effective date of the In-Range Progression is the first day of the following pay period after the receipt of request in OHR. Funding for In-Range Progressions will be from the requesting department's budget.

**NOTE:** *An In-Range Progression is separate from a reclassification request. If an employee or manager 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 review should be requested.*

**CSUEU (Units 2, 5, 7 & 9):** Article 20.24 In-Range Progression of the CSU/CSUEU CBA reads in part: An 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. An In-Range Progression may be granted for reasons that include, but are not limited to, the assigned application of

enhanced skill(s); retention; equity; performance; out-of-classification work that does not warrant a reclassification; increased workload; new lead work or new project coordination functions given to an employee on an on-going basis by an appropriate administrator where the classification standard/series do not specifically list lead work as a typical duty or responsibility; and/or other salary related criteria determined to be of value to the University by the President, the President's designee or appropriate administrator. When the President, the President's designee, or appropriate administrator determines that an in-range progression should occur, the salary shall increase by at least three percent (3.0%). The decision of the President, made in accordance with this provision, regarding the award of an in-range progression shall be final and shall not be subject to either Article 7, Grievance Procedure or Article 8, Complaint Procedure.

A request for an in-range progression review may be submitted by the employee or manager. A management initiated request for an in-range progression may cover more than one employee. Employee initiated in-range progression requests shall be submitted to the appropriate administrator before being forwarded to Human Resources. 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. If an administrator has not forwarded the request to Human Resources within thirty (30) days, the employee can file the request directly with Human Resources.

In-range progression review of employee requests shall be completed within ninety (90) days after the request is received in Human Resources. If an employee receives a denial of request for an In-range Progression under this Article, then the campus shall provide the employee with a written reason for the denial.

Where an employee has been notified in writing that the employee's in-range progression was denied solely due to a lack of funds, upon the employee's request, the employee's in-range progression application shall be re-evaluated in the following fiscal year.