1. In-Range Progression (IRP) Request Process
   a. Review the CBA criteria appropriate to the employee for which the IRP is being requested. See Attachment A.
   b. 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. The In-Range Progression Review Form may be downloaded from the OHR website.
   c. The In-Range Progression Review Form and written justification/rationale are then forwarded to the appropriate administrator(s), including the Vice President, of the employee’s unit/department for recommendation.
   d. The completed form and justification is then forwarded to the Office of Human Resources. This should be sent to OHR regardless of recommendation to approve or deny the request.
   e. OHR will review the request and after consultation with the appropriate administrator(s), will prepare the approval or denial memo that notifies the employee and the appropriate administrator(s) of the final decision.
   f. If an In-Range Progression is approved, an ePAN will be initiated by the employee’s department and routed through the normal process.

2. Funding and Effective Date
   a. The effective date of the In-Range Progression is the first day of the following pay period after 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 classification review. 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.
Definitions and Criteria for In-Range Progressions by Collective Bargaining Agreement

The CSU: UAPD, CSUEU, APC, and Teamsters collective bargaining agreements provide for In-Range Progressions for employees in bargaining units 1, 2, 4, 5, 6, 7 and 9. Refer to the appropriate Collective Bargaining Agreement (CBA) for full details.

**UAPD (Unit 1):** In-Range Progression of the CSU/UAPD CBA reads in part: An increase within a salary range is referred to as an In-Range Progression. When the President, the President’s designee, or director/administrator determines that an In-Range Progression should occur, the salary shall increase by at least three percent (3.0%). An In-Range Progression may be granted for reasons that include, the assigned application of enhanced skill(s); retention; and/or equity.

UAPD employees may submit a request for an In-Range Progression or it can be submitted by the director/administrator. Employee initiated requests shall be submitted to the appropriate administrator before being forwarded to the Office of Human Resources (OHR). 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 the appropriate administrator has not forwarded the request to OHR within thirty (30) days, the employee can file the request directly with OHR.

Employee initiated In-Range Progression requests shall be complete within ninety (90) days after the request is received in OHR.

**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 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 OHR. An employee shall not submit a request for an In-Range Progression prior to twelve (12) months following the receipt of a response to any prior In-Range Progression requests. If an administrator has not forwarded the request to OHR within thirty (30) days, the employee can file the request directly with OHR.

In-Range Progression review of employee requests shall be complete within ninety (90) days after the request is received in OHR. If an employee receives a denial of a 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 he employee’s In-Range Progression was denied solely due to lack of funds, upon the employee’s request, the employee’s In-Range Progression application shall be re-evaluated the following fiscal year.

Last Revision: 8/2020
APC (Unit 4): Article 23.11 In-Range Progression – Campus Funded of the CSU/APC CBA reads in part: An increase in an employee's pay rate within the 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 an In-Range Progression. 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 Progression 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 23.14, subject to provision 10.5.F.4.

For Unit 4 (APC) represented employees the appropriate administrator submits an In-Range Progression request. Review of In-Range Progression requests shall be completed within ninety (90) days.

Teamsters (Unit 6): Article 24.5 In-Range Progression of the CSU/Teamsters CBA reads in part: An increase within a salary range that is not given for merit is referred to as an In-Range Progression. An In-Range Progression of at least three percent (3.0%) may be awarded when the President, the President’s designee, or appropriate administrator determines that an In-Range Progression should occur. An In-Range Progression may be granted for reasons that include, but are not limited to, long-term service; retention; equity; assigned application of enhanced skill(s); 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 other salary related criteria.

For Unit 6 (Teamsters) represented employees, the employee or manager may submit a request for an In-Range Progression. Management initiated requests may cover more than one employee. Employee initiated requests must be submitted to the appropriate administrator before being forwarded to OHR.

An employee shall not submit a request for an In-Range Progression prior to twelve (12) months following receipt of a denial of a request, or prior to twelve (12) months from the effective date of an award of an In-Range Progression. If an administrator has not forwarded the request to OHR within thirty (30) days, the employee can file the request directly with OHR.

Employee initiated In-Range Progression requests shall be completed within ninety (90) days after the request is received in OHR. 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.

SUPA (Unit 8): In-Range Progression is governed under Provision 21.14 of the March 24, 2015 – June 30, 2018 Collective Bargaining Agreement with the State University Police Association (SUPA). This provision contains the following language:

This provision shall not continue after the expiration of this contract unless the parties agree during successor bargaining to continue this provision.

As of February 22, 2020 the agreement and its extensions have expired, and therefore this provision is no longer in effect. This change is self-executing based on the expiration and is part of the original terms agreed to in 2015 with SUPA.