CSUSM | OFFICE OF HUMAN RESOURCES

STAFF IN-RANGE PROGRESSION GUIDELINES & PROCEDURES

1. **In-Range Progression (IRP) Request Process**
    a. Review the collective bargaining unit criteria appropriate to the employee for which the IRP is being requested. See Attachment A.
    b. Complete the IRP Request Form in AdobeSign (select "FA-Human_Resources(HR)-IRP_Request_Form) from the drop-down menu). A written justification/rationale for the IRP should be attached when submitting the request. To complete the application, the following information is needed:
        i. Dean/Director/Administrator email address
        ii. Reviewer for PAT member email address (optional)
        iii. PAT member email address
        iv. HR Analyst email address
        v. Employee name, classification, unit or department, division, union
        vi. Percentage or amount requested
        vii. Funding source (for manager-submitted requests only)
    c. The IRP Request Form is then routed to the Dean/Director/Administrator, Reviewer for PAT, and PAT member of the employee's department for recommendation.
    d. The completed IRP Request Form and justification is routed to the HR Analyst, regardless of whether the recommendation is to approve or deny the request.
    e. The Office of Human Resources 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 the IRP 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.
    b. Funding for IRP's 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.*

Attachment A

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): Article 19.8 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.

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 increase 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 employee or manager may submit a request for an In-Range Progression. Employee initiated in-range progression requests shall be submitted to OHR. 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 In-Range Progression requests shall be completed within ninety (90) days.

SUPA (Unit 8): Article 21.14 Step Increase of the CSU/SUPA CBA reads in part: An increase in an employee's pay rate to a higher step or half-step due to increased responsibilities and skills of the employee, or for market or pay equity reasons, or for performance reasons, is referred to as a step increase. When a step increase is awarded, the appropriate salary step or half-step increase shall be determined by the President. All increases shall result in the employee's pay rate remaining on either a step or half-step rate. Such increases shall be campus funded. This provision shall not be subject to Article 7, Grievance Procedure. The decision of the President to award or not award a step increase under this provision and the amount of such increase shall be final and non-grievable.