

An **in-range progression (IRP)** is a permanent increase to a base salary within a salary range for a single classification or within a skill level sub-range for a classification with skill levels. In-range progression salary increases are funded by the requesting department. For additional information, clarification of these guidelines, or assistance with procedures, please contact Human Resources at 707-826-3626.

General Guidelines

- Requests for in-range progression can be made using the Staff Compensation and Classification Request Form found [here](#).
- Requests for in-range progression can be submitted at any time. Should an in-range progression be approved, the effective date for the salary increase will normally be the first day of the pay-period following the receipt of the request in Human Resources.
- In-range progression review of employee requests shall be completed within ninety (90) days after the request is received in Human Resources.
- The appropriate Vice President shall be advised by the appropriate administrator (MPP) of all proposed in-range progression requests to verify the availability of funding and appropriateness of the request.
- Final approval of an in-range progression request rests with the President or their designee.
- Generally, an employee is eligible for in-range progression once they have completed their probationary period and will be limited to one in-range progression in a fiscal year.
- An employee's salary cannot exceed the maximum for their current classification's salary range as the result of an in-range progression.
- An updated position description including an organizational chart is required for any request related to changes in duties and/or responsibilities and strongly recommended for all IRP requests. Only changes in duties and/or responsibilities that are continuous and on-going are considerations for in-range progression.

Criteria for Bargaining Unit Qualified and Confidential Employees

In-Range progression may be granted for reasons that include, but are not limited to, the following:

- Recognition of a permanent and substantive increase in duties and responsibilities that fall within the current classification or skill level.
- Recognition of growth in skills or the development of new skills and abilities required by the position as determined by management and regularly applied by the incumbent. It is important that the skills and abilities are consistent with the requirements of the classification and/or applicable skill level.
 - In both of the above-mentioned situations, the percentage of time that the higher-level skills or responsibilities are required shall be a consideration. Time spent should be significant and not on an isolated or infrequent basis.
- In consideration of equity.
- Extraordinary performance.

CSUEU – Additional Criteria for In-Range Progression

- 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.
- Retention.
- Other salary related criteria.

SETC – Additional Criteria for In-Range Progression

- 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.
- Long-term service
- Retention
- Other salary related criteria.

CSUEU – Additional Considerations

- Employee initiated in-range progression requests shall be submitted to the appropriate administrator before being forwarded to Human Resources. 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.
- For criteria other than performance, overall performance must be documented at or above satisfactory.
- 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.
- 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.
- Should an in-range progression be approved, a minimum salary increase of 3.0% of the employee's base salary will be applied.

APC – Additional Considerations

- Employee initiated in-range progression requests shall be submitted directly to Human Resources after completion of sections A& B on the Request for In-Range Progression form. When HR receives the request, the appropriate administrator will be asked to provide feedback and indicate support or lack of support for the request.
- 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.

SETC – Additional Considerations

- Employee initiated in-range progression requests shall be submitted to the appropriate administrator before being forwarded to Human Resources. 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.
- 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.
- Should an in-range progression be approved, a minimum salary increase of 3.0% of the employee's base salary will be applied.

SUPA – Additional Considerations

- Increase increments are one salary step or half-step.