



CSU Channel Islands In-Range Progression Procedure

What is it?

An in-range progression (IRP) salary increase is a permanent increase to an employee's base pay based on significant changes in duties and responsibilities, but which do not warrant a classification change. It may also be used to recognize exceptional performance, to achieve equity or as a means to retain outstanding performers, to recognize new ongoing lead work or 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.

What types of IRPs are there?

Currently an IRP may be funded in two ways:

- **Campus Funded** – when funding comes from the budget of the employee's department, if available.
- **Systemwide Funded**- this will be available whenever the CSU and the appropriate unions agree to allocate systemwide funds toward the existing IRP program and have actually distributed funds to our campus for that purpose.

Who can request an IRP?

Currently an IRP may be requested by the employee or the employee's manager.

Employee Initiated: Employees may submit a request for an IRP, but not more frequently than 12 months from any prior request. The request must be in writing and submitted through appropriate channels to the most immediate non-bargaining unit manager.

Management Initiated: Managers may submit a request to Human Resources to initiate an in-range progression review for positions under their supervision or management based on the criteria described above. The request must be signed by the manager and forwarded to Human Resources.

What's the campus IRP Process?

The campus IRP process involves four steps: The IRP Request Form must be completed by the employee or their manager; the form must be reviewed by the appropriate department administrator; the form is then reviewed by Human Resources. Once the review is complete, Human Resources will notify the department of its recommendation, and if applicable, issue a letter to the employee reflecting the change in employment status.

I. Complete the In-Range Progression Request Form:

- a. The manager or employee completes the IRP form (available on the CSUCI Human Resources Compensation and Classification webpage (<https://www.csuci.edu/hr/compensation.htm>.) Hard copies and assistance with completing the forms are also available upon request.
- b. If the employee initiates the IRP, the form must be submitted to the most immediate non-bargaining unit manager prior to being submitted to Human Resources Programs.

II. Departmental Review: The manager should review the form for completeness and accuracy, and also ensure that all supporting documents are attached prior to submission to Human Resources.

- a. The employee's performance and areas of responsibility shall be reviewed and one or more of the following indicators must be demonstrated:
 - Identifiable and documentable change in duties and responsibilities;
 - Additional permanent or long-term assignments;
 - An increase in the level of skills critical to completion of duties;
 - Recognition of 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 or series does not specifically list lead work as a typical duty or responsibility;
 - That the employee was initially hired at an inequitable rate due to funding, or underestimated position responsibilities;
 - Equity consideration;
 - Performance; or
 - Retention of an employee for skills and knowledge vital to the University.

- b. The employee's manager should also consider comparisons and contrasts to other employees in similar positions to ensure that increases are applied equitably.
- c. The employee's manager should also evaluate the amount of time spent performing these functions.
- d. To be considered, the percentage of time that the higher-level skills or responsibilities are required shall be constant and not on an isolated or infrequent basis.

III. Human Resources Programs Review

- a. Requests will be reviewed by a Human Resources Representative in conformance with campus compensation practices and the applicable collective bargaining agreement. This IRP process shall be completed no later than 90 days from the date of receipt of a completed request form.
- b. After HR analysis, the IRP request form and supportive documents will be returned to the appropriate manager, with a recommendation memorandum.
- c. Upon receipt of the recommendation memorandum from Human Resources, the manager shall communicate the results to the employee.
- d. If approval has been recommended, the department shall complete an Employee Requisition form and forward the form to Budget and Planning. An updated Position Description shall be attached to the Employee Requisition form when applicable.

IV. Notification

Upon receipt of a completed Employee Requisition form containing all required authorizing signatures, Human Resources will prepare and issue a letter to the employee notifying them of the status change. The employee's manager will be copied on this correspondence.

Please contact Human Resources with any questions you have or assistance you may need with this process.