

HUMAN RESOURCES IN-RANGE PROGRESSION (IRP) REQUEST FORM



Channel Islands
CALIFORNIA STATE UNIVERSITY

Please use this form to request an In-Range Progression. Forward the signed completed form to Human Resources. Specific information on the conditions governing in-range progression requests is available within the **Collective Bargaining Agreements**. *Short concise responses appropriate. If you need to attach additional pages please do so.*

Request submitted by:			
Employee		Supervisor/Manager:	
Employee Name:		Employee ID:	
Department Name:		Department ID:	
Job Code: (Classification)	Grade Level:	Classification Name:	
Position Number:		Working Title:	
BARGAINING UNIT: Unit 1 CSUEU (2,5,7,9) Unit 4 Unit 6 Unit 8 C99 (Confidential)			

PLEASE SELECT THE BASIS FOR THE REQUEST AND PROVIDE SUPPORTING INFORMATION BELOW

<input type="checkbox"/>	Significant Increase in Responsibilities	
	(Includes ongoing "Lead" or project coordination.) Must be ongoing, essential to the job, and consistent with the current classification. Please attach your current position description. (If increased responsibilities are not consistent with the current classification, you may submit a request for a classification review.)	
	<ul style="list-style-type: none"> List any additional responsibilities not included in your current position (include percentage of time spent performing these duties). 	
	<ul style="list-style-type: none"> List any responsibilities within your current position description that are no longer performed. 	

<input type="checkbox"/>	Employee Performance	
	<ul style="list-style-type: none"> Describe how performance warrants an in-range progression. (May include ratings or comments from performance evaluations, commendations, etc.) 	
<input type="checkbox"/>	Equity Internal equity (within department/division/university) or External (market) equity. <i>Requesting employee or department should provide salary data used as a basis for the request.</i>	
	<ul style="list-style-type: none"> Explain the reasons that support the request for an equity review. 	

<input type="checkbox"/>	New or Enhanced Skills Must be substantive in nature, essential to the job, and consistent with the current classification. Please attach your current position description. (If new or enhanced skills are not consistent with the current classification, you may submit a request for a classification review.)	
	<ul style="list-style-type: none"> Describe the substantive new or enhanced skills and how they are critical in carrying out the requirements of the position. 	

<input type="checkbox"/>	Retention	
	<ul style="list-style-type: none"> Describe how continued employment of this individual is critical to the ongoing operations of the campus. Specify how qualified candidates such as this individual are in short supply in the labor market. Or, provide another mission-based reason for a retention increase. 	

<input type="checkbox"/>	Other Salary Related Criteria	
	<ul style="list-style-type: none"> Specify any salary related criteria that does not fall within any criteria specified above that supports a pay increase. 	

Signatures			
Print Employee Name:	Employee Signature:	Date:	Ext.
Print Supervisor Name:	Supervisor Signature:	Date:	Ext.
Print Division Vice President Name:	Division Vice President Signature:	Date:	Ext.

Human Resources Recommendations (**For HR Use Only**)			
Comments:			
<input type="checkbox"/> Request supported	Effective Date:	Current Base: (Minimum 3% increase required)	Funding: <input type="checkbox"/> System-wide <input type="checkbox"/> Campus (Department)
<input type="checkbox"/> Request not supported			
Print Name of Human Resources Manager	Signature:		Date: