



**Procedures and Form for the Request of an In-Range Progression (IRP)
For Employees Represented by the Academic Professionals of California (APC) Unit 4**

Article 23.11 of the Agreement between the Board of Trustees of the California State University and the Academic Professionals of California defines an In-Range Progression as “an increase in an employee’s pay rate within a salary range of a classification.”

Requests may be initiated by management or employees and should be submitted to Human Resources. Employee initiated in-range progression requests shall be submitted to Human Resources. An employee shall not submit a request for an in-range progression prior to twelve (12) months following submission of any in-range progression request by the employee. When an in-range progression occurs, the appropriate salary increase shall be determined by the President.

Following are the criteria cited in the Agreement and information that will assist in the development of the justification:

- Assigned application of enhanced skill or skills or increased responsibility: What skills or responsibilities have been acquired and/or enhanced? Are these new/enhanced skills critical in carrying out the requirements of the position? Are the enhanced skills or responsibilities applied in an effective and productive manner, thus adding value to the University? Are they on-going, not temporary?
- Employee performance: In what way is the employee’s performance extraordinary? How does the employee’s extraordinary performance add value to the University? Provide specific examples.
- Equity issues or other salary related criteria: Explain the nature of the salary issue. How is the position critical to the mission of the University? If there is an equity issue related to other substantially similar and critical positions within the department or division/university, provide specifics.

Complete the following information and attach an updated position description. Route the packet to Human Resources who will work with the appropriate supervisor and Cabinet Officer for review, comment and signature.

Name of Employee for whom the IRP is being requested:	Division and Department:
Current Classification Title:	Current Working Title (if different)
Justification (to be completed by individual representing IRP review). Refer to criteria listed above in developing the justification. (Attach additional sheet if necessary).	
Print Name and Title of Person Requesting the IRP review (employee or manager):	
Name: _____ Signature: _____ Date: _____	

