



This FAQ is intended to provide general information about In-Range Progressions. Our goal is to ensure it serves as a tool to assist in navigating through the eligibility criteria and processes for submitting a request for an IRP.

■ **What Is An In-Range Progression (IRP)?**

An IRP is a permanent base salary increase within the current classification salary range. It provides a method for an employee to move through the salary ranges, and is contingent upon meeting the eligibility criteria.

■ **What Is The Eligibility Criteria for an IRP?**

An IRP is based on one or a combination of considerations, subject to the respective Collective Bargaining Agreement

For CSUEU (units 2,5,7 and 9):

- a) Assigned application of enhanced skill(s);
- b) Retention;
- c) Equity;
- d) Performance;
- e) Out of classification work that does not warrant a reclassification;
- f) Increased workload (which must be significant and substantial);
- g) Recognition of new lead work or New project coordination; and,
- h) Other salary related criteria

For APC (unit 4):-

- a) Assigned application of enhanced skill or skills or increased responsibility;
- b) Employee performance; and,
- c) Equity issues or other salary related criteria.

For SETC (unit 6):-

- a) Equity;
- b) Assigned application of enhanced skill(s);
- c) Long-term service
- d) Retention
- e) Performance
- f) Out-of-classification work that does not warrant a reclassification;
- g) Increased workload;
- h) New lead work on an on-going basis, and
- i) Other salary related criteria

For SUPA (unit 8):-

- a) Increased responsibilities and skills;
- b) Performance; and,
- c) Equity or other salary related criteria.



■ How Is An In-Range Progression Different From A Reclassification?

An IRP is based on significant changes in duties and responsibilities, which do not warrant a classification change. Some bargaining units also allow for IRP based upon exceptional performance or equity issues. (Please refer to appropriate collective bargaining agreement for specific provisions.)

■ □ Who Can Request An IRP?

In-Range Progression requests are submitted by the appropriate administrator for the department initiating the request. The appropriate administrator completes the In-Range Review Request Form. CSUEU employees may initiate an In-Range Progression request by completing the In-Range Review Request form and submitting it to their appropriate administrator. The form is located at:

[http://hr.sfsu.edu/sites/sites7.sfsu.edu.hr/files/Classification_and_Compensation_Request_Form_0 .pdf](http://hr.sfsu.edu/sites/sites7.sfsu.edu.hr/files/Classification_and_Compensation_Request_Form_0.pdf)

■ □ What Is Required To Submit An IRP Request? *For Employee Initiated Requests*

For CSUEU & SETC (unit 2, 5, 6, 7, and 9)

a) Employee completes the Compensation and Classification Review Request Form available online at:

[http://hr.sfsu.edu/sites/sites7.sfsu.edu.hr/files/Classification_and_Compensation_Request_For m_0.pdf](http://hr.sfsu.edu/sites/sites7.sfsu.edu.hr/files/Classification_and_Compensation_Request_For_m_0.pdf). Please include any supporting documentation and submit to the appropriate administrator, who in turn forwards to Human Resources. The signatures serve as acknowledgement of receipt and certification that the duties are accurately stated, but do not necessarily indicate whether the request for change is supported. The forms should be forwarded to HR within 30 days.

b) If the appropriate administrator has not forwarded the request to Human Resources within 30 days, employee may submit request directly to Human Resources, Attn: Classification & Compensation (Please refer to appropriate CBA for specific provisions).

For APC (unit 4):

a) Employee completes the Compensation and Classification Review Request Form available online at:

[http://hr.sfsu.edu/sites/sites7.sfsu.edu.hr/files/Classification_and_Compensation_Request_For m_0.pdf](http://hr.sfsu.edu/sites/sites7.sfsu.edu.hr/files/Classification_and_Compensation_Request_For_m_0.pdf). Please include any supporting documentation and submit to the to Human Resources. Employee initiated in-range progression requests shall be submitted **directly** to Human Resources. Review of a request shall be completed within 90 days.

b) An employee shall not submit a request for in-range progression prior to 12 months following submission of any prior in-range progression request by the employee.



For Department Initiated Requests:

1. a) Management follows established internal departmental process to gain budgetary approval for proposed review of an in-range progression request(s). Vice President/Provost pre- approval is required to initiate a review process.
2. b) Management complete the Compensation and Classification Review Request Form available at

http://hr.sfsu.edu/sites/sites7.sfsu.edu.hr/files/Classification_and_Compensation_Request_For_m_0.pdf and submit with most recent Position Description, organizational chart, and any supporting documentation to Human Resources (Attn: Classification & Compensation Unit).

■ **Do I Need To Conduct My Own Salary Study When Requesting An In-Range Progression?**

No, Human Resources will conduct a salary study, and reviews that information with the appropriate administrator. It is not necessary for you to conduct your own review.

■ **How Long Does The Assessment Take?**

We aim to complete reviews as soon as possible, on a first come first serve basis, ideally within 30 days, even though the Memorandum of Understanding states that IRP review shall be completed within ninety (90) days after the request is received in Human Resources.

■ **What Is The Effective Date of an IRP?**

The effective date of the In-Range Progression is usually the first of the month following receipt of the request.

■ **How Frequently Can An In-Range Progression Request Be Submitted For An Individual's Position?**

An In-Range Progression can be requested twelve months following a prior IRP request.