

In-Range Progression (IRP) Request Form – A Two Step Process

Step I:

Complete Step I of this form and submit to the appropriate administrator (level 4) for signature. Signature is acknowledgement that the IRP request will be submitted to Staff Human Resources for review. Staff Human Resources will review and be responsible for the activities in Step II.

Type of request: Employee (limited only to unit 2, 5, 7, and 9 employees) Management

Employee Name:

Employee ID:

Department:

Position Number:

Classification:

Current Salary:

Please indicate the reason for the IRP by checking the appropriate box:

- Market Equity** – Salary data will be compiled and analyzed by Staff Human Resources as the basis for the recommendation to the appropriate division executive. Requesting department does not have to provide any salary data unless requested.
- New Skills Acquisition** – Once the incumbent completes a pre-approved training plan (one that is already on file in Staff Human resources), the incumbent will receive a 5% increase. Documentation supporting the completion of the pre-approved training plan must be attached to this request. For detailed information, please see the In-Range Progression Administrative Guidelines.
- Retention** – Requesting department must submit a copy of the bona-fide offer of employment from off-campus that was received by the employee and explain the reasons why the incumbent is critical to ongoing operations.
- Employee Exemplary Performance** – Employees who have an official documented annual performance review in their current position with an overall rating of exemplary within the most recent review period. The IRP awarded will be 3% - 5%.
- Lead Work / Contract Services** – Requesting department must provide to Staff Human Resources for approval an updated position description that reflects the new duties. The incumbent may not be assigned the new duties before it is approved by and on file with Staff Human Resources. The IRP awarded will be 5%. A request for an increase above 5% may be considered with appropriate advance documentation regarding any extraordinary circumstances, and must be approved by Staff Human Resources.

Signature below acknowledges that the request is being submitted to Staff Human Resources for review:

Level 4 signature required

Date

After the appropriate administrator (Level 4) has signed the request, please submit directly to Staff Human Resources. Additional signatures required in Step II will be obtained by Staff Human Resources.

Step II: continued on the 2nd page.

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Step II

Staff Human Resources will review the request and prepare a recommendation for review by the appropriate administrator (level 3.) If the appropriate administrator (level 3) denies the request, it will not be sent to the Division Executive for approval. If the appropriate administrator (level 3) approves the request, it will be sent to the Division Executive (level 2) for final approval.

Evaluation/Recommendation from the Associate Director of Staff Human Resources

Support Deny

Associate Director of Staff Human Resources

Date

Recommended Salary Increase

Recommendation from the Appropriate Administrator (level 3)

Support Deny Lack of available funding Other

Appropriate Administrator (level 3)

Date

Recommended Salary Increase

Approval by the Division Executive (level 2)

Division Executive (level 2)

Date