



In-Range Progression Request Form

INSTRUCTIONS:

Complete **PART I** of this form and submit to the **Administrative Services Manager (ASM)** for signature. After the ASM has signed the request, please submit directly to Staff Human Resources. APC (Unit 4) employees may submit the request directly to Staff Human Resources. Additional signatures required in PART II will be obtained by Staff Human Resources.

PART I

Request initiated by: Employee (limited only to UAPD, CSUEU, APC, & SETC) Management

Employee Name:

Employee ID:

Department:

Division / College:

Classification:

Current Salary:

Please identify the reason for the In-Range Progression (IRP) request by checking the appropriate box:

(For detailed information on eligibility criteria, please see the IRP Administrative Guideline)

Equity – Salary data will be compiled and analyzed by Staff Human Resources as the basis for the recommendation to the appropriate Division Executive.

New Skills Acquisition – A **pre-approved training plan** is required and must be on file in Staff Human Resources. Upon successful completion of the training plan, the incumbent will receive a 5% increase. Documentation supporting the completion of the pre-approved training plan must be attached to this request.

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%.

Additional Responsibilities – Employees who have been assigned significant new and additional responsibilities related to lead work, contract services, out of classification work, or increased workload. An **updated position description** must be submitted to Staff Human Resources by the requesting department for approval, and must reflect new or additional duties, or quantify the substantial, permanent workload increase. 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 additional 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:

ASM Name

ASM Signature

Date



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.

PART II

Evaluation from the Director of Staff Human Resources

Support Not Supported Recommended Salary Increase _____

Director Name Director Signature Date

Approval by the Appropriate Administrator (Level 3)

Approve Deny Recommended Salary Increase _____

Appropriate Administrator Name Appropriate Administrator Signature Date

Approval by the Division Executive (Level 2)

Approve Deny Recommended Salary Increase _____

Division Executive Name Division Executive Signature Date