

**California State University, Long Beach
In-Range Progression (IRP) Request Form**

Employee being considered for an In-Range Progression salary increase:

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 - An incumbent will be expected to acquire substantive, new skills that are both essential to the position and consistent with the current classification standard. This criterion requires that the appointing authority design a training plan with the expected outcomes and proposed schedule for completion of the plan and have this plan approved by Staff Human Resources. The incumbent may not start the training plan before it is approved by and on file with Staff Human Resources. Once the incumbent completes the training plan, Staff Human Resources will award the IRP which would normally be at an increase of 5% of the employee's salary at the time of completion. A request for an increase above 5% may be considered with appropriate advance documentation regarding any extraordinary circumstances, and must be approved by the Director of Staff Human Resources. A copy of the approved training plan must be attached to the request.

Retention - Requesting department must provide reasons why the position is critical to ongoing operations "[Click here and describe reasons for retention]"

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%.

ASM signature acknowledges that Staff Human Resources will be conducting the appropriate analysis and providing a recommendation to the appointing authority for approval:

Area/Division Admin Services Mgr

Date

Required Signatures:

Evaluation/Recommendation from the Director of Staff Human Resources

Support

Deny

Director of Staff Human Resources

Date

Recommended Salary Increase

Recommendation from the Appointing Authority

Support

Deny: Lack of available funding

Other

Appointing Authority

Date

Recommended Salary Increase

Approval by the Division Executive

Division Executive

Date

Approved Salary Increase