These FAQs are 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 In-Range Progression (IRP) is a permanent base salary increase within the current classification salary range. It provides a method for an employee to move through a salary range, 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, or the Confidential Employee HR Program Guidelines. For additional information, see In-Range Progression Procedures at: [http://www.csus.edu/hr/departments/classification/compensation%20information.html](http://www.csus.edu/hr/departments/classification/compensation%20information.html).

- **How is an In-Range Progression different from a Reclassification or an In-Classification Progression?**
  An IRP is based on significant changes in duties and responsibilities, which do not warrant a classification or skill level change.

- **Who can request an IRP and what should be submitted?**
  There are only two ways to submit an IRP request: Employee-Initiated and Management-Initiated. The IRP Request Form and appropriate supporting documentation should be submitted. For additional information, see In-Range Progression Guidelines at: [http://www.csus.edu/hr/departments/classification/compensation%20information.html](http://www.csus.edu/hr/departments/classification/compensation%20information.html).
  **NOTE:** Failure to submit any of the required documents/forms will delay the processing of the request and may lead to a denial.

- **Where can the IRP Request Form be found?**
  The form can be found on the HR Forms webpage at [http://www.csus.edu/hr/forms.html](http://www.csus.edu/hr/forms.html), under Classification and Compensation.

- **Do I need to conduct my own salary study when requesting an In-Range Progression?**
  No, Human Resources will conduct a salary study, and will review 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. IRP review shall be completed within ninety (90) days after the request is received in Human Resources.
  **NOTE:** Depending on the volume of requests received by HR, employees may be notified of the need for additional time to review their requests.
What is the effective date of an IRP?
The effective date of the IRP is usually the first of the month following receipt of the request.

How frequently can an IRP Request be submitted for an individual's position?
An IRP can be requested twelve months following the response to any prior IRP request.

Can a new hire get an IRP if they were approved for a Request Above Minimum?
An IRP cannot be based on the same justification used for a Request Above Minimum. Employee must be in position for at least 12 months to get an IRP.

Can an IRP be requested in conjunction with a reclassification or in-classification progression?
No, they are separate processes. A reclassification (to a higher salary range) or an in-classification (to a higher skill level) is a promotion, with a salary increase of 5% above the current salary or movement to the minimum of the new salary range, whichever is greater. An IRP cannot be based on the same justification used for a reclassification or an in-classification progression; however, an IRP can be requested twelve (12) months after a reclassification or in-classification progression if the IRP request is for different justification.