

# IN-RANGE PROGRESSION (IRP): FAQ

## WHAT IS AN IN-RANGE PROGRESSION (IRP)?

An In-Range Progression (IRP) is defined as a permanent increase to an employee’s base salary within a salary range for a single classification or within a sub-range of a classification with skill levels. The IRP provides opportunities for upward movement within the assigned salary range based on the specific criteria outlined in accordance with the [Collective Bargaining Agreements](#). This provision is applicable only to those employees whose bargaining unit contracts provide for this type of salary adjustment.

## WHAT CAN YOU RECEIVE AN IRP FOR?

In-Range Progression (IRP) criteria are stipulated in each respective [Collective Bargaining Agreement](#) and should be reviewed for the most accurate list.

Below is a list of IRP criteria currently available by bargaining unit:

### ***APC (Unit 4)***

- Equity
- Increased Workload
- Performance

### ***CSUEU (Units 2, 5, 7, & 9)***

- Assigned application of enhanced skill(s)
- Equity
- Increased Workload
- New lead work or new project coordination functions given to an employee on an on-going basis by an appropriate administrator where the classification standard/series do not specifically list lead work as a typical duty or responsibility
- Out-of-classification work that does not warrant a reclassification
- Performance
- Retention
- Other salary related criteria

### ***SUPA (Unit 8)***

- Assigned application of enhanced skill(s)
- Equity
- Increased workload Performance

### ***Teamsters Local 2010 (Unit 6)***

- Assigned application of enhanced skill(s)
- Equity
- Increased workload
- Long-term Service
- New lead work or new project coordination functions given to an employee on an on-going basis by an appropriate administrator where the classification standard/series do not specifically list lead work as a typical duty or responsibility
- Out-of-classification work that does not warrant a reclassification Performance
- Retention
- Other salary related criteria

### ***UAPD (Unit 1)***

- Assigned application of enhanced skill(s)
- Equity
- Retention

### ***Confidential Classification (C99)***

- In-range progression

## HOW DO YOU INITIATE AN IRP?

An IRP request can be initiated by an individual, on their own behalf, or by a HERRA designated manager, for employees who are eligible per their [Collective Bargaining Agreement](#) by way of the [Electronic Compensation](#) (E-Comp) System. The E-comp system can be accessed from you My Sac State landing page by selecting the OnBase Forms icon (pictured on the right) or on our [website](#).



Processes for all compensation related requests can be found in the [E-Comp](#) System by selecting the instructions tab, shown below.



Additional resources on how to submit in the E-Comp system can be found on our [website](#).

## WHO CAN REQUEST AN IRP AND WHAT SHOULD BE SUBMITTED?

There are two ways an IRP can be initiated: [Employee-Initiated](#) and Management- Initiated. The IRP Request Form and any appropriate supporting documentation should be submitted. (See also “How do you initiate an IRP”)

## HOW IS THE EFFECTIVE DATE OF THE IRP DETERMINED?

The effective date for an IRP is the first day of the pay period following the date the complete request was received in the Human Resources, Classification & Compensation.

For Example: If a request is received by Human Resources, Classification & Compensation, on March 18<sup>th</sup>, the effective date would be April 1<sup>st</sup>, which corresponds to the first day of the pay period for April.

## WHAT IS THE PROCESSING TIME OF AN IRP REQUEST?

Classification & Compensation’s service levels for processing an IRP request can vary. Our current service level goal is to complete IRP Request reviews within **10 business days** after the complete request is received in Human Resources.

*Note: Service levels are standard goals for the C&C Department, timelines outlined in the [Collective Bargaining Agreements](#) apply and supersede. Additionally, requests submitted without appropriate documentation and/or information may result in significant delays to the Classification and Compensation review process.*

## HOW FREQUENTLY CAN AN IRP REQUEST BE SUBMITTED BY AN EMPLOYEE?

An IRP can be requested by the employee every twelve (12) months. The respective [Collective Bargaining Agreement](#) should be reviewed for additional information.

## HOW IS AN IRP DIFFERENT FROM A RECLASSIFICATION OR AN IN-CLASSIFICATION?

An IRP is a discretionary salary increase based on significant changes, which do not warrant a classification or skill level change.

More information regarding the Classification Review process can be found on our [website](#).

### CAN AN IRP BE REQUESTED IN CONJUNCTION WITH A CLASSIFICATION REVIEW?

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.

More information regarding the Classification Review process can be found on our [website](#).

### WHERE CAN I FIND THE COMPENSATION REVIEW PROCESS?

Processes for all compensation related requests can be found in the [E-Comp](#) System by selecting the instructions tab, shown below.

