

**Procedures and Form for the Request of an In-Range Progression (IRP)
For Employees Represented by the California State University Employees Union (CSUEU)
Unit 2 – Health Care Support
Unit 5 – Operations Support Services
Unit 7 – Clerical/Administrative Support Services
Unit 9 – Technical Support Services**

Article 20.25 of the Agreement between the Board of Trustees of the California State University and the California State University Employees Union defines an In-Range Progression as a promotion within a salary range for a single classification or within a sub-range.

Requests may be initiated by management or employees and are routed through the appropriate program manager for funding approval and review, to determine if the submitted justification meets the appropriate criteria. The minimum IRP salary increase is 3%. How

the justification: , but not limited to in the Agreement including information that will assist in the development of

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Print Name and Title

The following are the specific salary increase guidelines for in-range progressions.

- < 3% - 6% - This range represents the typical increase for additional responsibilities permanently assigned to the position and/or the acquisition of new enhanced skills.
- < 7% - 10% - Increases in this range are usually due to significant organizational changes or specific internal or external comparability factors.
- < Request above 10% - Increases of this magnitude are extremely rare. The requesting official must provide a detailed rationale related to the need for such a significant increase. The rationale must outline the organizational necessity, relevant internal comparison, relevant external comparison and market data, and a verification of the exceptional skills and abilities of the employee.

Reviewed /1