

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 [Collective Bargaining Agreement](#) and should be reviewed for the most accurate and up to date list. Below is a list of IRP criteria that may be available by bargaining unit:

<p>APC (Unit 4)</p> <ul style="list-style-type: none"> • Equity • Increased Workload • Performance
<p>UAPD (Unit 1)</p> <ul style="list-style-type: none"> • Assigned application of enhanced skill(s) • Equity • Retention
<p>Confidential Classification (C99)</p> <ul style="list-style-type: none"> • In-Range Progression

Note: *In-Range Progressions are no longer available to Teamsters or CSUEU covered positions. More information can be found in their respective [Collective Bargaining Agreements](#).*

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 lading page by selecting the OnBase Forms icon (pictured to 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 a request in the E-Comp system can be found on our [website](#).

WHO CAN REQUEST AN IRP AND WHAT SHOULD BE SUBMITTED?

An employee can initiate a request on their own behalf or management can initiate request for an employee. A request should include any appropriate supporting documentation. (See also “How do you initiate an IRP”, above)

HOW IS THE EFFECTIVE DATE OF THE IRP DETERMINED?

The effective date for an IRP is the first day of the pay period following receipt of a complete request in the Human Resources, Classification & Compensation (HR).

For Example: If a request is received by HR on March 18th, the effective date of an approved request would be April 1st, 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 and can be found on our [website](#). Our service levels are standard goals and timelines outlined in the [Collective Bargaining Agreements](#) apply and supersede.

Note: Requests submitted without appropriate documentation/information may result in return of a request and/or significant delays to the 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-CLASS PROGRESSION?

An IRP is a discretionary salary increase based on criteria outlined in the [Collective Bargaining Agreement](#) and is not dependent on a change in Classification.

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 and independent processes. A reclassification (to a higher salary range) or an in-classification progression (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.

