

CSU Channel Islands In-Range Progression Procedure

What is it?

An in-range progression (IRP) salary increase is a permanent increase to an employee's base pay based on significant changes in duties and responsibilities, but which do not warrant a classification change. It may also be used to recognize exceptional performance, to achieve equity or as a means to retain outstanding performers, to recognize new ongoing lead work or 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.

What types of IRPs are there?

Currently an IRP may be funded in two ways:

Campus Funded – when funding comes from the budget of the employee's department, if available.

Systemwide Funded- this will be available whenever the CSU and the appropriate unions agree to allocate systemwide funds toward the existing IRP program and have actually distributed funds to our campus for that purpose.

Who can request an IRP?

Currently an IRP may be requested by the employee or the employee's manager.

Management Initiated: Managers may submit a request to Human Resources to initiate an in-range progression review for positions under their supervision or management based on the criteria described above. The request must be signed by the manager and forwarded to Human Resources.

What's the campus IRP Process?

The campus IRP process involves four steps: The IRP Request Form must be completed by the

