THE CALIFORNIA MARITIME ACADEMY Guidelines for In-Range Salary Progressions

PURPOSE: An In-Range Progression (IRP) is defined as a salary increase within a salary range for a single classification or within a sub-range of a classification with skill levels. The Guidelines are intended to be a defensible system of evaluation that ensures consistent criteria for supporting an in-range progression salary increase.

PROCEDURES FOR REQUESTING INCREASE:

- 1. **Determine if the in-range progression salary increase is warranted.** In CSUEU, requests for an in-range progression may be submitted by an employee or a manager. The employee's performance and areas of responsibility shall be reviewed. One or more of the following indicators must be demonstrated:
 - a) Significant change in duties and responsibilities that require new skills appropriate for the current classification; or significant increase in the level of skills or new skills critical to existing essential duties.
 - b) Permanent assignment of new essential duties, i.e. assigned lead role over other employees in a similar classification, or new project coordination functions.
 - c) Need to increase pay equity or to retain employee.
 - d) Positive employee performance.

2. Prepare written justification which shall include:

- a) Complete the *In-Range Salary Progression Request Form*, including one or more of the parameters outlined above in #1.
- b) If request is being made for reasons under a or b above, an updated position description should be submitted to the manager, and subsequently to HR, which details a description of the added/changed essential duties, skills, and/or responsibilities required. The percentage of time required to perform the additional/changed duties should be significant and not on an isolated or infrequent basis.
- c) If an in-range progression salary request is for a salary/market equity adjustment, documentation shall include salary data that justifies the request. If for retention, provide documentation on an external competitive employment offer.
- d) If for performance, provide documentation, (such as performance evaluations), from appropriate administrator to support.
- 3. Manager/Director/Administrator Review: The appropriate manager/administrator, outside the employee's bargaining unit, shall review the request and all relevant justifications and documentation. This reviewer should let the employee know whether the reviewer supports or does not support the IRP. In either case, the packet should be forwarded to Human Resources within 30 days of receiving the request.
- **4. Human Resources Review**: This review will include an assessment of any applicable data. HR will forward the packet, with its recommendation to the appropriate Vice President.
- **5. Vice President's Review:** The appropriate Vice President must approve all in-range progression salary increase requests for their respective area of responsibility. All the original paperwork shall be routed to the HR Office. If approved, this shall include a completed Request for Personnel Action (RPA) with the appropriate signatures, and the specific increase amount.

OTHER PROVISIONS:

- 1. In CSUEU, employee-submitted in-range progression requests shall be submitted to the appropriate administrator before being submitted to Human Resources. If an administrator has not forwarded an employee request for an in-range progression to Human Resources within 30 days, the employee can file the request directly with Human Resources.
- 2. An employee shall not submit a request for an in-range progression prior to 12 months following receipt of a response to any prior in-range progression requests. If warranted, a manager may submit a request within this 12 month period.
- 3. In-range progression reviews of employee requests shall be completed within 90 days after the request is received in Human Resources. The effective date of an approved in-range progression salary increase will normally be at the beginning of the next pay period following receipt of the finalized request from the VP (with RPA signed) in Human Resources.
- 4. Rates for In-Range Salary Adjustments:
 - a. In-range increases are typically between 2.5% and 5%. CSUEU bargaining unit contract requires a minimum of 3%.
 - b. Increases above 5% are usually due to significant/critical organizational changes in duties and/or skills, or equity/market competition documented with data or a legitimate salary offer from a competitor. Circumstances in individual cases may vary.
 - c. In-range increases above 10% are extremely rare. The requesting official must provide a detailed rationale related to the need for such a significant increase. The rationale must provide documentation to support the organizational necessity, relevant internal comparisons, relevant external comparisons and market data, and a verification of the exceptional skills and abilities of the employee.

At any time during the process, the Human Resources Office may be consulted when questions or issues arise.

THE CALIFORNIA MARITIME ACADEMY In-Range Salary Progression Request Form

Name of employee for whom IRP i	s being requested:	
This IRP request is submitted by (c	heck one) employee 1	(Print name) manager
Department:	Date Submitted:	
Classification:	Working Title:	
Justification: (check and clearly det	tail reasons from 1a 1b 1	1c 1d)
(Attach additional sheet if necessar	y).	
1. Manager/Director/Administrate I have reviewed the information, meets the appropriate criteria and is request, regardless of whether yes of	confirmed that funding is available s of value to the University. Forwar	
Yes No		
Print Name and Title	Signature	Date
value to the University. Please see	nd determined the IRP request med attached recommendation.	ets the appropriate criteria and is
Yes No		
Print Name and Title	Signature	Date
3. Vice President's Review I have reviewed the information, meets the appropriate criteria and is	confirmed that funding is available of value to the University.	le, and determined the IRP requ
Yes* No *(If y	es, attach a completed Request for	Personnel Action form).
Print Name and Title	Signature	Date
(VP's: Please route complete pack	et back to Human Resources for fin	nal processing/filing).