



HUMAN RESOURCES
MANAGEMENT

IN-RANGE PROGRESSION CRITERIA DEFINITIONS

Assigned Application of New or Enhanced Skills: (UAPD)

A growth in skills or the development of new skills and abilities required by the position as determined by management and regularly applied by the incumbent. The enhanced new skills and abilities must be consistent with the requirements of the classification and/or applicable skill level. By acquiring these enhanced skills, the employee takes on additional responsibilities which do not warrant movement of the position into a higher classification/skill level.

Information must be submitted identifying the time spent performing responsibilities resulting from acquisition of the enhanced new skills must be linked to the position's essential duties and are not isolated, infrequent, non-essential or temporary duties.

Equity: (APC, UAPD and SUPA)

Equity is generally based on job related factors such as skill, experience, and performance in the same classification and skill level. A salary analysis is conducted to evaluate the competitive market range for the position and classification. A salary analysis is conducted, and compa-ratio calculated.

1. **Internal Equity:** An in-range progression may be considered where employees within the same classification performing substantially similar work are receiving different rates of pay than other employees on campus. An internal equity analysis will consider job-related factors of an employee compared to other employees within the same classification performing substantially similar work.
 2. **External Equity:** An in-range progression may be considered where market data establishes that individuals employed outside the campus performing substantially similar work are receiving higher salaries than those employed on the campus. An external equity analysis will consider total compensation (base pay + benefits) and job-related factors of an employee as compared to other external employee groups performing substantially similar work.
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Increased Responsibilities and Skills: (APC and SUPA)

Considered if there is a permanent and significant increase in responsibilities that does not warrant movement of the position into a higher classification/skill level. These responsibilities must be reflected in the position description.

**Performance/ Extraordinary Performance
(APC, and SUPA)**

Considered if the employee has worked at a higher performance level for a *sustained period* of time. To validate performance over a sustained period of time for work identified in the position description, we would review the official signed copy of the performance evaluation.

For SUPA (Unit 8) employees there must be a current performance evaluation on file, and the employee's overall rating should reflect "Consistently Exceeds Expectations."

For APC (Unit 4) employees the overall rating must be "Outstanding." A permanent annual performance evaluation that reflects the current evaluation period must be attached to the request at the time of submission. Probationary period performance evaluations will not be accepted.

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**Retention:
(UAPD)**

Retention is validated if an employee has received an official job or *bona fide* offer and submitted notice. It is then up to the department to determine if they want to grant the IRP based on retention.