



EMPLOYEE-INITIATED REQUEST:

- Employee completes the in-range progression (IRP) request form
- Employees are encouraged to provide any supporting documents with the request
- Employee submits completed request form and supporting documents (if any) to immediate level Appropriate Administrator
 - Exception– APC (Unit 4) contract allows members to submit IRP request form directly to Classification Compensation in the Human Resources Services Center (CLCO). Members are however, encouraged to submit/consult with Appropriate Administrator prior to submission to CLCO
- Appropriate Administrator reviews and forwards as noted on request form
 - See exception noted above
- If Employee, after 30 days from the date the request was submitted to Appropriate Administrator, has not received an e-mail from CLCO indicating that the signed hard copy of the request has been received by CLCO, Employee can submit the request form with the original signature to Human Resource Service Center at Kendall 220, Zip 0010

Upon Receipt of Employee's Signed Request:

- CLCO will send e-mail to Employee and Appropriate Administrator acknowledging the date the request form was received. The acknowledged received date begins the timeline for completion of CLCO's review of the request
- CLCO will complete employee initiated reviews within (90) calendar days of the acknowledged date of receipt

MANAGER-INITIATED REQUEST:

- Appropriate Administrator completes the IRP request form
- Appropriate Administrator will provide any supporting documentation
- Appropriate Administrator routes form for authorizing signatures

Upon Receipt of Manager's Signed Request:

- CLCO will send an e-mail to the Appropriate Administrator acknowledging the date the form was received
- Manager Initiated reviews are completed in the order received with a goal of (90) calendar days of the acknowledged date of receipt

It is recommended that supporting documentation be submitted with the IRP request. Supporting documentation can also be submitted by e-mail to classification@csuchico.edu

Questions or assistance with the process can also be directed to the above e-mail