



Human Resources Classification & Compensation

Request an In-Range Progression (IRP) Increase

- ✓ The MPP supervisor completes the IRP Request form and attaches an updated position description, if required.
- ✓ Upon obtaining the necessary approvals, the request is submitted to Human Resources for review.
- ✓ Human Resources will review and communicate the decision to management and employee.
- ✓ If the review results in an IRP increase, the effective date will be the beginning of the pay period following receipt of the request in Human Resources.
- ✓ The amount of the proposed salary increase is determined in consultation between Human Resources and management.
- ✓ Helpful links:

<http://hr.fullerton.edu/documents/classification/InRangeProgressionGuidelines.pdf>

<http://hr.fullerton.edu/Classification/DifferenceBetweenClassAndInRange.asp>