This form is to be used for In-Range Progression requests for individual staff members whose responsibilities and performance has increased beyond his/her current job title. Upon completion, please submit to Human Resources.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Pay Rate:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Pay Increase (up to 4% maximum):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YES NO

|  |  |  |
| --- | --- | --- |
| 1. The employee is performing significantly more complex projects, assignments and responsibilities of their job on a regular basis or has assumed increased responsibilities or duties (as outlined on 2nd page). |  |  |
| 2. The appropriate level of management has identified a need within the department for higher level responsibilities? |  |  |
| 3. Funding has been identified and authorized by the appropriate administrator to support the higher salary. |  |  |
| 4. Will the employee retain all of the key responsibilities of the current position? |  |  |
| 5. Is the employee past the probationary period? |  |  |
| 6. Has the employee received an “ met or exceeded expectations” or higher on the most recent performance review (within the last 12 months)? |  |  |
| 7. Does the employee have no active disciplinary actions? |  |  |
| 8. Is there a current role description and performance plan on file? |  |  |
| 8. Proposed salary is justified and reasonable in relation to other positions of comparable title and pay in the department/college. |  |  |

**ANALYSIS OF DUTIES: (current duties must be retained by employee)**

|  |  |
| --- | --- |
| **Current Primary Duties**: | **Estimated % of Time** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |
| 7. |  |
| 8. |  |

|  |  |
| --- | --- |
| **New Duties:** | **Estimated % of Time** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature/Date Manager Signature/Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head Signature/Date Executive Council Member Signature/Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resources Signature/Date