The University of Montana Western

In-Range Progression Plan

This form is to be used when making a request for In-Range Progression Pay in accordance with relevant sections of the Staff Compensation and Performance Development Guidelines and Pay Rules (available at http://www.umt.edu/hrs/Personnel%20Resources/Compensation%20Management). Upon completion, please submit to Human Resources.

In-Range Progression Pay may be awarded when:

- there is an increase in an employee's knowledge, skills, duties and responsibilities within his or her job title; and
- the appropriate level of management has identified a need within the department for higher level responsibilities.

Employee Name:	Employee ID Number:
Job Title:	Department Name:
Current Base Rate:	Proposed % Increase (up to 4% maximum):

Eligibility requirements: (each of the following questions must be answered in the affirmative)

_____ 1. Has the employee completed his or her probationary period?
_____ 2. Has the employee received a "Meets Expectations" or higher on the most recent performance review (within the last 12 months)?
_____ 3. Does the employee have a current role description on file?
_____ 4. Is the employee free of active disciplinary actions?

Please address the following criteria to substantiate the request for In-Range Progression Pay:

1. Describe the projects, assignments and responsibilities given to or assumed by the employee. Note that the duties should be performed on a regular basis and meet distinct organizational needs.

2. Describe the higher level skills and knowledge that the employee has acquired.

3. Confirm the proposed salary is justified and reasonable in relation to other positions of comparable title and pay in the department.

_____ _____

Employee **Date** **Supervisor** **Date**

_____ _____

Director/Dean **Date** **Executive Officer** **Date**

_____

Human Resources **Date**

Return to:
UM-Western HR
Administration & Finance
Patti Lake
683-7010