The appropriate Vice President must approve all in-range progression salary increase requests for their respective area of responsibility. If approved, a completed Request for Personnel Action (RPA) form will be needed by Human Resources to process the increase.

- 1. An in-range request can be denied due to documented performance issues.
- 2. , an employee shall not submit a request for an in-range progression prior to 12 months following to any prior in-range progression requests.

, an employee shall not submit a request for an in-range progression prior to 12 months following of any prior in-range progression request by the employee.

3.

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