

Flexible Merit Increase For Unrepresented and Sonoma County Prosecutor's Association (SCPA) Employees Form

For the County Administrator's Office (CAO) to fully evaluate requests for Flexible Merit Increases for Unrepresented (Salary Resolution only) and SCPA Employees you must provide the following information as completely as possible and attach the employee's performance evaluation.

Note: After being approved by the CAO a copy must be sent to HR-eP@sonoma-county.org for PA processing.

Department: _____

Job Class: _____

Employee Name:/ID # _____

Proposed Merit Date: _____

Request:

- Early Merit Step Advancement of 5%
- Merit Step Advancement of 7.5% at the time the employee would be regularly due for merit
- Merit Step Advancement of 10% at the time the employee would be regularly due for merit

Limitations: Please confirm which of the following limitations apply

- The employee received a special advancement in the last 12 months
- The employee received more than a 10% increase in the last 12 months
- The employee received an "Improvement Needed" performance evaluation in the last 18 months
- None of these limitations apply

Summary of Justification: Please describe the rationale in detail including information such as special skills, outstanding performance, program needs, special projects, etc. *(You may attach additional justification documentation to this form.)*

Department Action: Approved Disapproved

Date Department Head or Designee Signature

County Administrator Action: Approved Disapproved

Date County Administrator or Designee Signature