

ADVANCED SALARY STEP APPOINTMENTS

PERMANENT POSITIONS

In order for the County Administrator to fully evaluate requests for Advanced Salary Step Appointments, you should provide the following information as completely as possible:

Employee

Job Class

Proposed Date of Appointment

Department

- () ADVANCE STEP EMPLOYMENT REQUEST
- () REAPPOINTMENT REQUEST
- () ADVANCED SALARY UPON PROMOTION

1. Recruitment Difficulty

2. Unique Skills Requirement

3. Current Salary

NOTE: Only Department Head approval is required for Steps A through E. However, a copy must be sent to Assistant CAO after being approved by Department Head. County Administrator's Office approval required for Steps F through I.

DEPARTMENT RECOMMENDATION

Advanced Salary appointment to the _____ Step.

Date

Signature of Department Head or Designee

COUNTY ADMINISTRATOR'S ACTION: _____

Approved

Disapproved

Date _____

County Administrator's Office

Steps B thru E

Original stays with requesting dept.
Copy to Human Resources
Copy to CAO

Steps F thru I

Original returned to requesting dept.
Copy to Human Resources
Copy to CAO file

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