In-Range
SALARY STEP ADJUSTMENT – FOR UNREPRESENTED EMPLOYEES

In order for the County Administrator to fully evaluate requests for In-Range Salary Step Adjustments (Salary Resolution only), provide in detail the following:

Employee Name ____________________________________________  Job Class ____________________________________________

Proposed Date of Appointment ________________________________  Department ________________________________________

Indicate one choice:
☐ Early merit step advancement of 5%
☐ 7.5% or 10% merit step advancement
(The 7.5% or 10% cannot be awarded earlier than when the employee would normally be eligible.)

Describe RATIONALE in detail:

➢ Special Skills:

➢ Outstanding Performance:

➢ Program Needs:

➢ Special Projects:

Limitations:
➢ No other special adjustment in last 12 months?
➢ No more than 10% increase in last 12 months?
➢ No “Improvement Needed” merit evaluation in last 18 months?

DEPARTMENT RECOMMENDATION:

__________________________________________________________

__________________________________________________________

Date: ______________________________  Signature of Department Head or Designee

County Administrator’s Action: ________________________________________________________________

☐ Approved  ☐ Disapproved

Date: ______________________________  County Administrator’s Office

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