

ADVANCED SALARY STEP APPOINTMENTS

**EXTRA HELP POSITIONS**

In order for the Human Resources Department 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

- ADVANCED STEP UPON EMPLOYMENT
- ADVANCED STEP UPON RE-HIRE
- ADVANCED STEP UPON APPOINTMENT TO HIGHER JC

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 Human Resources Director after being approved by Department Head. Human Resources' approval required for Steps F through I.**

DEPARTMENT RECOMMENDATION

Advanced Salary appointment to the \_\_\_\_\_ Step.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Head or Designee

HUMAN RESOURCES' ACTION: \_\_\_\_\_

Approved

Disapproved

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Department

Original – EE personnel file  
Copy to Human Resources with COS or NOE