

Advanced Salary Step Appointment – Extra-Help Employees

An advanced step appointment should only be used when it is necessary to hire a qualified individual, especially when there are no other qualified candidates. Departments **must** provide thorough and complete information for the Human Resources Department to fully evaluate requests for Advanced Salary Step Appointments for Extra-Help positions.

Before offering an advance salary step appointment to a current employee/employee to be, and prior to completing/submitting this form, the Department **must** review the applicable [Labor Agreement/Salary Resolution](#) and the County's [Administrative Policy Manual, 4-8 Advanced Salary Step Appointments](#) to ensure that they are in compliance with County policy and the negotiated labor/personnel agreements.

Department Head approval is required for Salary Steps A through E. The Human Resource Director or their Designee's approval is required for Salary Steps F through I.

Regardless of salary step rate, the form must be sent to the Human Resources Director or Designee and HR-ep@sonoma-county.org after being approved and *before* offering the advanced salary step to the employee/employee to be.

For any additional questions, please contact your [Department's assigned Recruitment & Classification Analyst](#) before authorizing this form to ensure compliance with the aforementioned agreements.

Department: _____

Name of the Employee/Employee To Be: _____

If a Current Employee, their ID Number: _____

Current Employee's Job Class (if applicable): _____

Proposed Date of Appointment/Employment/Promotion: _____

Into Job Class: _____

Advanced Step Type (choose one):

- Upon Employment
- Upon Re-Hire
- Upon Appointment to a Higher Paid Job Classification (including alternate appointments)

Description of the Recruitment Difficulty:

Description of the Unique Skills the Candidate Possesses:

Salary Rate if a Current Employee (Enter "NA" if not a currently an employee):

Applicable Labor Agreement/Salary Resolution Article/Section: _____

The Department Recommends Advanced Salary Appointment to Step: _____

Department Approval:

I/We have reviewed the applicable [Labor Agreement/Salary Resolution](#) and the County's [Administrative Policy Manual, 4-8 Advanced Salary Step Appointments](#) before completing this form and confirm that this request is in compliance with County policy and the negotiated personnel/labor agreements.

Signature of Department Head or Designee: _____

Date: _____

Human Resources Department Action (for salary steps F through I):

Approved

Disapproved

Human Resources Director or Designee Signature (if applicable): _____

Date: _____