

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