



## County of San Bernardino ADVANCED STEP PLACEMENT REQUEST

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The Advanced Step Placement Request is used to request an employee be placed at a step higher than the entry level.

### REFERENCES

Current County Memoranda of Understanding (MOU); Compensation Plan; Ordinance

### FORMS REQUIRED

Advanced Step Placement Request 

### MANDATORY FIELDS

All

### GENERAL INFORMATION

All requests for advanced step placement require review by the Department Human Resources Business Partner (HRBP).

New employees shall be hired at Step 1 of the established base salary range, except as otherwise provided in the MOU. *Refer to appropriate MOU, Compensation Plan or Ordinance, Salary Rates and Step Advancements article.*

Employees hired at an advanced step will be eligible for a step advancement after completion of the required service hours, unless hired at the top of the salary range. *Refer to appropriate MOU, Compensation Plan or Ordinance, Salary Rates and Step Advancements article.*

A promotion is the appointment of an employee from one classification to a classification having a higher base salary range. A promoted employee shall receive at least the entrance rate of the new range or mathematically closest to a five percent (5%) salary increase, whichever is greater; provided that no employee is thereby advanced above the top step of the higher base salary range.

If permitted by the applicable MOU, Compensation Plan or Ordinance, at the discretion of the appointing authority and with the approval of the Director of Human Resources, an employee may be placed at any step within the higher base salary range with appropriate justification. *Refer to appropriate MOU, Compensation Plan or Ordinance, Promotions article.*

### PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Provide Request to supervisor/appointing authority for completion.
- ◆ Audit Request for completeness.
- ◆ All requests for advanced step placement require review by the Department HRBP prior to appointing authority or designee review and approval.
- ◆ Retain copy for department file.
- ◆ If request is within the authority of the appointing authority or designee based on MOU provision, send the original with the Department HRBP and appointing authority or designee's signature with the appropriate JAR packet.
- ◆ If request exceeds the authority of the appointing authority or designee based on MOU provision, obtain Department HRBP and appointing authority approval/signature and forward to Human Resources Admin ([HRAdminForms@hr.sbcounty.gov](mailto:HRAdminForms@hr.sbcounty.gov)). Send a copy of the Request with the appropriate JAR packet.
- ◆ Audit by Payroll Thursday of the processing period to ensure EMACS has been updated.

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## **DEADLINES**


Refer to Master Calendar for EMACS Processing


## **DISTRIBUTION GUIDELINES**

For requests that require HR Director Approval, HR will forward the approved original to EMACS-HR for processing and a copy to the department HRBP and the department Payroll Specialist.

## **RELATED FORMS/PROCEDURES**


Checklist for Contract to Regular 


Checklist for Extra-Help/Recurrent/PSE to Regular 

Checklist for New Hire - Extra-Help/Recurrent 

Checklist for New Hire - Exempt 

Checklist for New Hire - Regular/Part-Time/Reemployment (Rehire) 

Checklist for Promotion or Reclassification 

Checklist for Regular to Extra-Help/Recurrent 

Job Share 