



Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

### ADVANCED STEP PLACEMENT REQUEST

Please Select One:  New Hire  Promotion\*  
 Non-Regular to Regular Position  Regular to Non-Regular Position

All requests for advanced step placement require review by the Department's Human Resources Officer. Requests for step placement that exceed the authority of the appointing authority require Human Resources Director approval. Please refer to the appropriate MOU, compensation plan, or Ordinance for information.

\* An employee may be placed at a step higher than 5% with appropriate justification and approval of the Human Resources Director.

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name					Effective Date	
Company	Department Name				Job Code Title			
Position No.	Position Type Regular   Extra-Help <input type="radio"/> Recurrent <input type="radio"/> Per Diem			Union Code	MBO Elected <input type="checkbox"/>	Grade	Step	Hourly Rate

INFORMATION FOR CURRENT EMPLOYEE ONLY							
Company		Department Name			Job Code Title		
Position No.	Position Type	Union Code	MBO Elected <input type="checkbox"/>	Grade	Step	Hourly Rate	

#### JUSTIFICATION

Recommend		
Approval Denial	Human Resources Business Partner Review/Signature (Print & Sign)	Date

Comments:

Approved Denied	Appointing Authority or Designee Signature (Print & Sign)	Date
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Recommend		
Approval Denial	Employee Relations Division Chief Review/Signature (Print & Sign)	Date

Comments:

Approved Denied	Director of Human Resources Signature (Print & Sign)	Date
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Approved Denied	Chief Executive Officer Signature ** (Print & Sign)	Date
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\*\* CEO signature is required if approval exceeds department head authority for the Human Resources Department. This document/form incorporates use of e-signatures in accordance with the San Bernardino County Policy #03-12 and Standard Practice 1.

Office Use Only

Keyed By (Employee ID)	Date
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