County of San Bernardino
"X" STEP

An "X" step is a rate of pay that exceeds the highest step of the salary grade/range of a specific Job Code Title.

REFERENCES

All Current County Memoranda of Understanding (MOU); Personnel Rules

FORMS REQUIRED

"X" Step Request🖥

MANDATORY FIELDS

All

GENERAL INFORMATION

The most common reasons for an "X" step are:

♦ Demotion to a Trainee Job Code Title - An employee demoting to a trainee Job Code Title for which the journey level position is higher than the Job Code Title employee demotes from, shall retain the same salary rate and be placed on the "X" step, if necessary. *Refer to Demotion Article in the appropriate MOU*

♦ Position is downgraded as a result of a classification study. The Director of Human Resources (HR) may authorize the employee be placed on the "X" step to continue the same salary rate. *Refer to Downgrading Article in the appropriate MOU*

Note: Employee shall receive no future salary rate increases, including cost of living increases, until the salary rate of the Job Code Title held exceeds the "X" step.

Refer all other requests for "X" step to department Human Resources Business Partner (HRBP).

Refer to department guidelines for individual procedures

PAYROLL SPECIALIST RESPONSIBILITIES

♦ Provide "X" Step Request to appointing authority or designee for completion and to obtain employee signature

♦ Audit form for completeness

♦ Forward original to department HRBP for approval, retain copy to attach to JAR

♦ Complete appropriate JAR packet and attach a copy of the "X" Step Request
Note: Officer Code must be "X" step on the JAR. Do not place on grade and step, use "X" step hourly rate of pay only.

♦ Retain copies for department file

♦ Forward JAR packet to EMACS-HR

♦ Verify that EMACS has been updated to reflect the requested action

DISTRIBUTION GUIDELINES

Department HRBP will review and, upon approval, forward Request to the Director of HR for final review and approval. Employee Relations-HR will forward to EMACS-HR for processing.

RELATED FORMS/PROCEDURES

Downgrades
"X" Step Request