



# Conejo Valley Unified School District

## PERSONNEL SERVICES DIVISION CLASSIFIED PERSONNEL

1400 E. Janss Road, Thousand Oaks, California 91362-2198  
Telephone (805) 497-9511 • FAX (805) 494-3741

### REQUEST FOR ADVANCED STEP PLACEMENT

**GUIDELINES:** An advanced step placement on the salary range at the time of a new employee hire must be based upon a candidate's current salary being higher than the first step, a concurrent competitive offer that is higher than the first step, or a relatively uncompetitive starting salary in the respective labor market for the job in question. Supporting documentation is required in the form of a copy of a recent pay stub or competitive offer letter.

Be sure to detail the basis for request and route for signature accordingly. Recommendation for Step D and E require approval of the Personnel Commission.

PROSPECTIVE EMPLOYEE NAME:	LAST, FIRST
JOB CLASSIFICATION TITLE:	
DEPARTMENT/SCHOOL:	
DEPARTMENT ADMINISTRATOR / SITE PRINCIPAL:	
PROPOSED START DATE	

#### SALARY RANGE /STEPS FOR THE JOB CLASSIFICATION TITLE

SALARY RANGE / SALARY SCHEDULE	STEP A	STEP B	STEP C	STEP D	STEP E

RECOMMENDED STEP PLACEMENT: RANGE \_\_\_\_\_ STEP \_\_\_\_\_

#### BASIS FOR ADVANCED STEP PLACEMENT

CURRENT OR PRIOR EMPLOYER(S) – LIST AT LEAST MOST RECENT	FROM DATE	TO DATE	MONTHLY RATE	RATE VERIFICATION
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

ADDITIONAL COMMENTS:

#### REVIEW / APPROVAL

_____ REQUESTING ADMINISTRATOR	_____ DATE
_____ DIVISION ASSISTANT SUPERINTENDENT/DESIGNEE	_____ DATE
_____ DIRECTOR, CLASSIFIED PERSONNEL	_____ DATE
_____ PERSONNEL COMMISSION CHAIR <i>(If Applicable)</i>	_____ DATE