



Administrative Procedure

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Subject: ADVANCED STEP APPOINTMENTS

1.0. PURPOSE:

To establish the policy and procedure for appointing candidates to a step above the first step in the salary range, excluding academic and administrative positions.

2.0. ORGANIZATIONS AFFECTED:

2.1. All organizational units of the University, excluding auxiliary organizations.

2.2. Important: This procedure, or portions thereof, may be superceded by a contract between The California State University and an exclusive employee representative.

When referring to this procedure as it relates to actions affecting represented employees, consult the contract that applies to employees within the represented unit.

3.0. REFERENCES:

3.1. Executive Order No. 42.

3.2. Office of Chancellor Memoranda, FSA 67-51 and FSA 83-25.

3.3. The California State University Salary Schedule, published by the Office of the Chancellor.

4.0. POLICY:

Executive Order No. 42 delegated to the campus the authority to appoint employees to a step above the first step of the salary range.

Advanced step appointments are typically used when there are recruitment difficulties such as a shortage of qualified applicants, a competitive labor market situation exists that requires an offer higher than the first step to attract qualified applicants, or the candidate possesses special qualifications for the position to be filled.

Approved:

Date:

5.0. DEFINITIONS:

- 5.1. Advanced Step Appointment--Offer of employment to an applicant which includes a pay rate above the first step in the salary range.
- 5.2. Range or Salary Range--Salary spread of a particular classification, usually comprised of three to five salary steps.
- 5.3. Step--Different fixed rates at which employees are paid within a salary range.

6.0. RESPONSIBILITIES:

6.1. Human Resource Management will:

- 6.1.1. Review the department's request for an advance step appointment and take into consideration the following:
 - a. When positions are difficult to fill due to the scarcity of qualified candidates.
 - b. When a competitive job market for specific jobs makes offers at the first step impractical.
 - c. When the selected candidate has qualifications far above the established minimum qualifications.
- 6.1.2. Consult with the requesting department regarding their request for an advanced step appointment.
- 6.1.3. Complete the Advanced Step Appointment Form (HRM-008A) justifying the reason(s) for the advanced step.
- 6.1.4. Obtain the approvals of the Director of Human Resource Management and the appropriate Vice President.
- 6.1.5. When the offer is accepted, file the Advanced Step Appointment form in the new employee's personnel file.

6.2. School and Department Administrators will:

- 6.2.1. Review and evaluate the qualifications of the selected applicant and his/her current salary to determine if an advanced step is appropriate.

- 6.2.2. Be aware of the possible consequences an advanced step appointment will have to their budget.
- 6.2.3. Discuss the justification to request an advanced step appointment with Human Resource Management.
- 6.2.4. Prepare an Advanced Step Appointment, justifying the advanced step.
- 6.2.5. Obtain the approvals of the fiscal dean or administrative officer and forward to Human Resource Management.
- 6.2.6. Forward Advanced Step Appointment form to Human Resource Management.

7.0. PROCEDURES:

- 7.1. School and department administrators may recommend and justify to Human Resource Management that a selected applicant receive an advanced step appointment.
- 7.2. Human Resource Management will review recruitment circumstances and/or department recommendations for advanced step appointments with consideration of the following:
 - 7.2.1. The applicant's experience, directly related skills, and the requirements of the position.
 - 7.2.2. The applicant's previous geographic location and the salary/benefits and cost of living equity with Los Angeles.
 - 7.2.3. The applicant's present salary.
 - 7.2.4. The amount of similar California State University service experience.
 - 7.2.5. The salary and experience levels of other employees in the department, and the potential equity impact upon them.
 - 7.2.6. Applicable bargaining agreement or FSA 83-25.
- 7.3. Human Resource Management will communicate to the department the decision regarding the advanced step appointment.

- 7.4. At the time of selection, Human Resource Management will complete the Advanced Step Appointment form with additional justification for the advanced step, and route the form for approval to the Director of Human Resource Management and the appropriate Vice President.
- 7.5. If the offer of employment is accepted by the selected applicant, Human Resource Management will:
 - 7.5.1. Record the salary step on the Personnel Requisition Form (HRM-001A) and on the Staff Transaction Form (HRM-884A).
 - 7.5.2. File the Advanced Step Appointment form in the employee's personnel folder.
- 7.6. If the offer of employment is declined, Human Resource Management will file the Advanced Step Appointment form with the candidate's application in the job folder.
- 7.7. The Payroll Office will process payroll documents at the step indicated on the Staff Transaction Form.
- 8.0. APPENDICES:
 - 8.1. Advanced Step Appointment, HRM-008A.