



Administrative Form 4325  
**REQUEST FOR ADVANCED PLACEMENT ON SALARY SCHEDULE**

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**Responsible Office:** Office of Human Resources

**REFERENCE/REGULATION**

**AR 4509**

[https://wcdpolicy.net/pdf\\_files/administrative\\_regulations/AR%204509%20Request%20for%20Advanced%20Salary%20Placement.pdf](https://wcdpolicy.net/pdf_files/administrative_regulations/AR%204509%20Request%20for%20Advanced%20Salary%20Placement.pdf)

**INSTRUCTIONS**

1. The Request for Advanced Placement on Salary Schedule form (Form) must be completed when requesting placement on a step higher than the entry-level step of the salary schedule for new-hire candidates. The Form must be submitted to, and approved by, Human Resources prior to an offer of employment with advanced placement.
2. The Form must be signed/acknowledged by the responsible Leadership Team member. Failure to obtain signature/acknowledgment of the responsible Leadership Team member will result in the request being rejected without review.
3. Failure to provide the information necessary to warrant an advancement on the Form will result in the request being rejected without review.
4. The Hiring administrator must submit the Form to the designated Human Resources Administrator.
5. The Human Resources Administrator reviews the following items and makes recommendation to CHRO/CFO based upon the following factors:
  - i. Job posting and requirements;
  - ii. The Resume/employment history of the selected candidate as aligned with job requirements (in order to obtain prior work experience);
  - iii. Salary placement of other employees of same grade, job classification and other employees within the Department; and
  - iv. Position recruitment/fill information as obtained from the Talent Acquisition Office.

2. The HR Administrator will review the placement recommendation with CHRO and CFO for final approval.
3. The Human Resources Administrator will notify the hiring administrator whether the request was approved. The Hiring administrator can then make the job offer to the new-hire candidate
4. Once this form has been completed, submit via email to [humanresources@washoeschools.net](mailto:humanresources@washoeschools.net) or fax to Human Resources at 775-333-5070.

Name of candidate: \_\_\_\_\_

Job title of position: \_\_\_\_\_

Years of experience requested to be granted to candidate: \_\_\_\_\_

Step placement recommendation: \_\_\_\_\_

Explain the specific reasons for requesting this candidate be placed on a step higher than the entry level step:

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How many years of experience does the candidate have specifically in this new position? \_\_\_\_\_

Describe the experience:

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Describe any other years of general, but related experience the candidate possesses:

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Why would other candidates who applied for the position and who may be willing to accept the position at the entry level step, not be considered viable candidates for the position?

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Submitted by:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Leadership Team Member Name: \_\_\_\_\_

**Human Resources Use Only**

What is the step of the highest paid employee in this position? \_\_\_\_\_

What are the minimum qualifications for this position?

What is the total number of years of experience of the candidate, which should be considered for step placement?

What is the annual salary, if administrator's recommendation is approved? \_\_\_\_\_

What is the annual salary at the entry-level step? \_\_\_\_\_

What is the Step placement recommended by Human Resources? \_\_\_\_\_

What is the annual salary of Human Resources' recommended step placement? \_\_\_\_\_

Comments:

Recommendation by: \_\_\_\_\_ Date: \_\_\_\_\_

Action approved:

SIGNATURES:

\_\_\_\_\_  
Chief Human Resources Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Financial Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date