



**APPENDIX A.2  
REQUEST FOR REEVALUATION OF SALARY PLACEMENT**

Administrator Name: \_\_\_\_\_ CWID: \_\_\_\_\_

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

Campus/Location: DA FH CS Date of Hire In this Position: \_\_\_\_\_

**STEP PLACEMENT BACKGROUND**

Initial Salary Step Placement in this Position: \_\_\_\_\_

Proposed/Revised Initial Step Placement, If Using the Salary Placement Guide: \_\_\_\_\_

Additional Experience beyond the  
Minimum Qualifications at the time of Hire  
Years Beyond Minimum = \_\_\_\_\_

**Administrator**

- I understand that if I am already at Step 8 of the salary range as of July 1, 2016 (2016-2017 Contract Year) I am not eligible for a reevaluation of my step placement.
- I understand that any revision to my Step placement will be based on the Salary Placement Guide criteria.
- I have attached supporting documentation for my request, including:
  - My resume which demonstrates my additional years of experience.
  - Verification of employment experience from prior employers.
  - A copy of my current job description (may be found at <http://hr.fhda.edu/class-comp/administrator-job-description.html> )

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

For District HR Use Only
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