

# Policy or Procedural Changes



**Policy/Procedure Description:**

New       Update

Describe the new policy or any changes to the existing policy:

**Approved By:**

**Date:**

**Library Director**       Yes     No     N/A    Comments:

**Library Board**       Yes     No     N/A    Comments:

**City Attorney's Office**     Yes     No     N/A    Comments:

**City Manager's Office**     Yes     No     N/A    Comments:

**Human Resources**       Yes     No     N/A    Comments

## Part-Time Employee Step Increase Request

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Current Step: \_\_\_\_\_ Current Salary: \_\_\_\_\_

Hours Worked Since Hired or Since Last Increase: \_\_\_\_\_

**Please fill out the three sections below. If you need more space, you can add additional documents.**

1. Outline key accomplishments and contributions to the library, focus on specific projects or initiatives you took a part in or spearheaded.

2. Discuss new skills, qualifications, or responsibilities you have taken on since your last step increase.

3. Write 1-2 goals you wish to accomplish in the next two years. Can be project driven or professional goals.

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

- Approved\*
- Declined\*\*

Department Head Signature: \_\_\_\_\_

- Approved\*
- Declined\*\*

\*Step increase requests are not automatic. If Supervisor and Director approves the step increase it will go to HR and the City Manager for final approval.

\*\*Supervisor or Department Head provide reason for your decision and share areas of improvements that are needed.